NYE COUNTY SCHOOL DISTRICT
REQUEST FOR FIELD TRIP / ACTIVITY TRIP
(NON-ATHLETIC TRIPS)

All field trip/activity trip requests must be submitted not less than two weeks prior to the trip. The Principal will indicate approval or disapproval, returning a copy of the request to the teacher. Each teacher is responsible for securing permission slips from parents and giving them to the Principal one week prior to the trip, informing students of conduct, rules, and presenting lesson plan to Principal/designee.

School: _____ Requested by: _____

Type of Trip: ☐ Field Trip ☐ Activity Trip Date of Trip: _____

Destination: _____

Activity: _____

Total Number of Students: _____ Number of Adults: Teacher: _____ Chaperone: _____

Breakdown by Grade: _____ K _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th
_____ 7th _____ 8th _____ 9th _____ 10th _____ 11th _____ 12th

Transportation Requested? ☐ Yes ☐ No ❖ ❖ ☐ Bus ☐ Van ☐ Private Cars

Departure Time from School: _____ Arrival Time at School: _____

Date Request Submitted: _____ Requestor's Signature: _____

I confirm that all forms have been properly completed and submitted, and this trip meets the guidelines described in the Nye County School District Field Trip Handbook.

☐ Approved ☐ Disapproved Funding Source: ☐ Grant: _____
☐ Student Activity Fund
Comments: _____ ☐ Other: _____

Dated: _____ Signed: _____
PRINCIPAL

Reviewed Date: _____ Signed: _____
ASSISTANT SUPERINTENDENT
FOR CHARACTER EDUCATION

I have reviewed this request and informed the school of the approximate cost of bus per trip.

Dated: _____ Signed: _____
TRANSPORTATION SUPERVISOR

SITE ADMINISTRATION OFFICE:
Keep copy for your reference; initial and date when forwarded for review and approval to **Southern District Office, Department for Character Education**.
You will be contacted by Transportation Department regarding trip request.

ROUTING: Site: _____ Initial To SDO: _____ Date SDO/CE: _____ Initial To Transp.: _____ Date SDO/Finance Copy: _____ Initial