Field Trip Request

Date: ___________________________

School: _______________________

Name of group____________________________________

Number in group_________

Date and time of departure____________________

Type of Transportation____________________

Destination____________________________________

What educational purpose does this trip serve?
____________________________________________________________________________________

How will you recover time lost in other academic areas?
____________________________________________________________________________________

____________________________________________________________________________________

How does this trip contribute to helping our students become college and career ready?
____________________________________________________________________________________

____________________________________________________________________________________

Lunch arrangements_________________________________________________________
____________________________________________________________________________________

Emergency arrangements_______________________________________________________
____________________________________________________________________________________

Provisions for students to return home if return is after dismissal hours____________________
____________________________________________________________________________________

Funding Code: ____________________________________

Cost per student _________________

Cost of trip_________________________
Number of hours of instruction missed: ________________

Please list the names of the chaperones and the positions in which they serve if they are employed at the school.

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________
6. __________________________________________

Regulations

Written permission from the parent for his/ her child to take trip must be filed in the office of the principal.

One copy of request form must be filed in the office of the principal and one copy in the office of superintendent.

______________________________________________
Name of teacher requesting trip (please print)

______________________________________________
Signature of teacher requesting trip

______________________________________________
Signature of principal

Date

______________________________________________
Signature of Superintendent or Designee

Date

_______________________  ____________________
**Approved  Denied

** Travel requests (SchoolDude) should not be made until the field trip has been approved by the Asst. Supt.