

REQUEST FOR FIELD TRIP
(This form must be completed for all field trips)

Unless special arrangements are made, this form is to be completed and sent to the building principal via GroupWise no later than (Date) for first semester or (Date) for second semester.

Unless special arrangements are made, trips must depart no sooner than (Time) and return to the school building no later than (Time).

If this field trip will require students to miss classes, proper written notification must be given to staff one week prior to trip. Memo must be initiated by building principal/assistant principal before distribution to staff.

All out-of-state or out-of-country field trips must have Board approval **prior** to the actual trip.

Date of Trip: _____ Building: _____ Students gone during lunchtime
 Yes No

Destination(s): _____

Teacher: _____ Grade: _____

Number of Students: _____ Number of Chaperones: _____

Departure Time from School: _____ Arrival Time Back to School: _____

Total Estimated Time of Trip: _____

Will School transportation be required: (Yes) (No) Mode of Transportation: _____

Formula: Estimated time/\$23 per hour = Estimated Cost of \$ _____

Special Instructions/Request to Bus Driver: _____

Number of field trips taken this school year: _____

How is this trip an extension of classroom instruction? _____

What unit of study does this trip strengthen? _____

List pre-trip activities: _____

List follow-up activities: _____

Request Approved: Yes No Date: _____

Building Principal's Signature: _____

Request Approved: Yes No

Transportation Supervisor's Signature: _____

Comments: _____

Board Approved: Yes No Date: _____
(Only for out-of-state or out-of-country field trips)