

# REQUEST FOR FIELD TRIP / ATHLETIC TRIP

Teacher in Charge	_____	Date of Application	_____
Teacher Assistant	_____	Date of Trip	_____
Group/Class	_____	Building	_____
Destination	_____	Number of Students	_____
Approximate Mileage	_____	Admission Price (if any)	_____
Time Schedule:			
Released from Class	_____	Board Bus for Return	_____
Leave School	_____	Arrive at School	_____

Purpose of trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transportation Yes      No      **\*PLEASE INCLUDE ADDRESS OF DESTINATION\***

\_\_\_\_\_

\_\_\_\_\_

Specific provisions for entering building if the time for departure or return does not coincide with regular school hours weekdays from 8:00 a.m. to 4:00 p.m. when school is in session:

\_\_\_\_\_

\_\_\_\_\_

Please note any scheduled assignments (classes, study halls, supervisory assignments, etc.) which will need to be covered during this period of this field trip:

\_\_\_\_\_

\_\_\_\_\_

**NOTE: The teacher in charge of this field trip will be personally accountable for strict adherence to policies pertaining to field trips contained in the Faculty Handbook, Part I.**

Signed	_____	_____
	Teacher in Charge	Date Filed with Building Principal
Approved	_____	_____
	Building Principal	Date Forwarded to Superintendent
Approved	_____	_____
	Superintendent	Date Approval Copies Forwarded to Bus Supervisor & Building Principal

- 1) This request must be submitted to the district office two (2) weeks in advance of the date requested for the trip.
- 2) List the students' names going on the trip on the back side of this page.
- 3) Distribution after approval-copy to each of the following: Bus Supervisor; Teacher; Building Principal, Business Office