

Request for School Field Trip

Check one

- Overnight Request (send to Asst. Superintendent Tommy Piper)
- Regular Day Trip—High Schools (send to Dr. Elizabeth Keith)
- Regular Day Trip—Elementaries (send to Linda Frederickson)

Date _____

School: _____

Name of group _____

Number in group _____

Date and time of departure _____

Date and time of return _____

Type of transportation _____

Destination _____

Educational objectives _____

Preliminary preparations _____

Trip correlation with instruction _____

Lunch arrangements _____

Emergency arrangements _____

Provisions for students to return home if return is after dismissal hours _____

Source of funding _____

Cost per student _____

Cost of trip _____

Number of days of school or instruction missed: _____

Names of adults accompanying group

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 the superintendent.

Name of teacher requesting trip (please print)

Signature of teacher requesting trip

Confirmation of trip

Signature of principal

Date

Signature (Assistant Superintendent)

Date

Note: Adequate male and female chaperones must be provided at a ratio of 1:5. Chaperones must be approved by Principal and must have completed a criminal background check.

Evaluation

A written evaluation of the trip must be filed in the office of the principal within a reasonable time following the educational trip.