

# **FIELD TRIP REQUEST FORM**

Name of School: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ to \_\_\_\_\_

Days of School Missed: \_\_\_\_\_

Location of Field Trip: \_\_\_\_\_

Grade Level and Number of Students Attending: \_\_\_\_\_

Number of Chaperones Attending: \_\_\_\_\_

What form of transportation will be used?\* Be Specific. \_\_\_\_\_

Have field trip rules been explained to the students and chaperones? YES \_\_\_ NO \_\_\_

Are there students being denied the right to attend due to finances? YES \_\_\_ NO \_\_\_

Does this trip comply with Title IX equity issues? YES \_\_\_ NO \_\_\_

Brief Description (Be specific regarding educational purpose):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the appropriate box:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | To be used for 1 (one) day trips using school bus or private automobile.*<br><b><u>NEEDS PRINCIPAL APPROVAL ONLY.</u></b> PLEASE SEND ALL FORMS TO DISTRICT OFFICE. |
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|                          |  |
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| <input type="checkbox"/> | To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.<br><b>TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.</b> |
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|                          |   |
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| <input type="checkbox"/> | To be used for trips taken by common carrier.<br><b>TO BE APPROVED BY THE BOARD OF EDUCATION.</b> |
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**NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.**

Sponsor Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

DISTRICT OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.