

REQUEST FOR FIELD TRIP—Please check below:



Under 30 miles—Principal approval and copy to Director

Over 30 miles—Principal & Director approval required

Overnight/In-State—Require 45 day notice & Principal, Director & Board approval

Overnight/Out-of-State—Require 120 day notice & Principal, Director & Board approval required International

Trips — Require 180 day notice & Principal, Director & Board approval required

* PR # _____ - Attach invoice or quote and send to Purchasing at least 3 weeks prior to trip *
Notify Cafeteria of Trip

DATE: _____

TO: _____
Director of Elementary / Middle / High School)

FROM: _____
Teacher's Name _____ School Extension & Cell Phone # _____
School Name _____

Date of Trip: _____ Approximate Time Departing: _____ Approximate Time Returning: _____

Destination: _____

Physical Address: _____

Transportation: _____ (How are you traveling?)
Charter bus must be requested through Transportation

Total Cost of Trip: _____

How Trip is funded: (ie; grant, parent donations, fundraising)

Funds held in this account: ** _____

Purpose of Trip: (Detail how the trip is tied to the curriculum.)

Group or Class Participating: _____ (please spell out)

of Students Attending: _____ # of Adults Attending: _____

Names of Certificated Staff & Chaperones Attending:

_____ Please check here to indicate you have collected Permission Slips and that a copy will be kept in your school office along with your approved/signed Request for Field Trip.

_____ If parents are driving, check here that you have collected chaperone agreements and car insurance.

_____ Please check here to indicate all students interested are allowed to participate; even if they cannot pay.**

Principal's Approval

Date

Director's Approval

Date

Board Approved on: _____

Please return form to: _____