



Field Trip Request Form

2011/2012

Date of Application: _____ (Must be 2 weeks prior to event.)

Date(s) of Field Trip: _____

Destination: _____ Grade(s): _____

Name(s) of Participating Teacher(s): _____

Estimated # of STUDENTS: _____ Estimated # of ADULTS: _____

Number of Buses Requested: _____ Other Transportation: _____

Objective of Trip: _____

Code To: () ASB () Gifted () Migrant () Special Ed () Sports () Building Field Trip () Other

Time of Departure from School: _____ Departure Time from Destination for Return Trip: _____

Approximate Mileage: _____ Other Equipment: _____

Lunch Arrangements: _____

Principal Sign: _____ Date: _____

Transportation Supervisor / Superintendent Sign: _____ Date: _____

Field Trip Procedures:

1. Complete the Field Trip Request Form and submit it to the Principal's Office for his/her signature. You must make your request **14 days** in advance of the field trip to allow time for arrangements to be completed.
2. If **approved** by the Principal, the request will be forwarded to the Transportation Supervisor for approval and then to the Administration Office for confirmation if **transportation is required (District or otherwise)**. If **NO** transportation is required (walking), the approval and confirmation will come from the Superintendent.
3. If District bus transportation is required, the Transportation Supervisor will make arrangements for a bus to be available at the time and date requested. Other forms of travel will require approval from both the Superintendent and Transportation Supervisor.
4. **The information from this form will be entered on the individual school's digital calendar and confirmation will be emailed to the Originator, Principal, Transportation Supervisor, School Nurse and Kitchen Manager. If you are one of these individuals and haven't received an email confirmation at least five days prior to your field trip, PLEASE CONTACT THE BUILDING PRINCIPAL AND/OR TRANSPORTATION SUPERVISOR!**

(It is recommended that you contact the transportation supervisor the day before to check on your bus.)