

FIELD TRIP REQUEST FORM

Date request submitted: _____ Destination _____

Date of trip: Departure time: _____ Return time: _____

Approx. 1-way Distance: _____ Approx. no. of students: _____

Group/class sponsoring trip: _____

Faculty sponsor(s): _____

Will a substitute teacher be needed? No Yes: Half day Full day

How does this trip contribute to the curriculum? _____

Attach a list of prospective students who be attending. →

Can this trip be taken during non-school hours? yes no

If not, why not? _____

If taken during school hours, have affected faculty been contacted regarding absences and expectations? _____

If not, why not? _____

Other comments: _____

Sponsors' signatures: _____ Principal's signature: _____

Approved, Board of education _____ Date: _____

Rejected, Board of Education _____

This form must be submitted to the principal at least two weeks prior to the proposed field trip. Failure to do so will result in the trip being ineligible for consideration.