

Field Trip Request Form
For building use only

*For the purpose of policy, a field trip is defined as a planned journey by one or more students away from district premises, which is an integral part of a course of study and is under the direct supervision and control of a professional (Licensed) staff member or other advisor as designated by the superintendent.

Teacher: _____ Class/Grade: _____

Date of Trip: _____ Request Date: _____

Event: _____ Location: _____

Number of Students: _____ Number of Staff/Chaperones: _____

District Cost: _____ Funded by: _____

Cost to Student: _____ Funded by: _____

Means of Transportation: _____

Provisions:

1. The principal must sign this form at least three weeks in advance of the proposed field trip.
2. Teacher/advisor must obtain all applicable permission/release forms from each participant prior to leaving the school district for the event. A copy of each student's Emergency Medical Form must be in the possession of the trip supervisor throughout the duration of the trip.

This field trip is part of the following unit: _____

This field trip will reinforce the following big idea: _____

This field trip will help students answer the following essential question(s):

Staff Member: _____

Date: _____

Principal: _____

Date: _____

PLEASE SEE PAGE 2 FOR CHECKLIST

PLEASE COMPLETE THE FOLLOWING CHECKLIST PRIOR TO TURNING THE FORM TO THE BUILDING PRINCIPAL THREE WEEK'S PRIOR TO THE DAY OF YOUR PROPOSED FIELD TRIP.

- _____ 1. I have scheduled any necessary transportation for the proposed trip through the main office.
- _____ 2. I have informed the building administration, food service director, and all special area teachers of the scheduled trip well in advance.
- _____ 3. I have provided permission slips for parents/guardians well in advance. A copy of the permission slip has been given to the principal.
- _____ 4. I am aware that a copy of each student's Emergency Medical form must be in my possession or the possession of another supervising teacher throughout the field trip.
- _____ 5. I understand that students may not be transported in private vehicles without the approval of the building principal and the superintendent.

Teacher Signature

Date