

REQUEST FOR FIELD TRIP

Any request for a "Field Trip" must be submitted to the Superintendent's office four (4) days prior to the upcoming School Board Meeting in order to be put on the Agenda.

SCHOOL: _____ DATE: _____

I, _____, as teacher/sponsor of _____
(Class or Organization)

Request that this group of students be given permission to take a field trip to
_____ on _____.
(Date)

GIVE A BRIEF SUMMARY OR REASON FOR FIELD TRIP:

I will need _____ bus(es) for this trip. We will leave at _____ on _____ and return at _____ on _____.

Other faculty members going on the trip are:

If no other faculty members are going on the trip, please list the name of a reliable student that can serve as Safety Officer. _____

Signature of Faculty Member Making Request _____

APPROVAL: School Principal _____

Date of Approval _____

(Attach a Trip Ticket for Field Trip)

