

REQUEST FOR SCHOOL TRIP

All Field Trip Requests should be submitted to the Superintendent of Schools no later than the Tuesday prior to the Board meeting at which the request is on the agenda for a vote.

Teacher(s) requesting trip: _____
Date of Request: _____ Date of Trip: _____
Class or Group: _____ Number of Students: _____
Time of Departure: _____ Time of Return: _____
Place of Visitation: _____

Explanation of purpose for this trip as it relates to the students' educational program.

Number of Buses: _____ Total Cost of Transportation: _____

Other Costs: (Specify item and amount)

Admission: _____

Substitutes: _____

Other: _____

Total Cost: _____

Funding Source: _____ Local _____ Special (Specify) _____

Accounts to be charged:

Account #: _____ Amount: _____

Account #: _____ Amount: _____

Chaperones:

Substitute Needed:

_____ Yes _____ No
_____ Yes _____ No
_____ Yes _____ No
_____ Yes _____ No

Assistant Principal _____ Approve _____ Disapprove _____
Date

Principal _____ Approve _____ Disapprove _____
Date

Program Supervisor _____ Approve _____ Disapprove _____
Date

Dir. of Curriculum & Instruction _____ Approve _____ Disapprove _____
Date

Superintendent of Schools _____ Approve _____ Disapprove _____
Date