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| Students | 09.360 AP.21 |

School‑Related Student Trip Request Form  
SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP

SCHOOL:       FACULTY MEMBER(S) SPONSORING TRIP:

**Type of Trip (Check One):**  
 Classroom Field Trip  Class Trip (i.e. junior, senior), specify        
 Organization/Club Trip, specify        other (athletic, band, if applicable

**Destination:**       **Address:**       **Phone:**        
  
 Out of State  Out of County  Within County  
 Overnight Give name, address and phone of lodging        
  
**Dates of Trip:**       Departure Time:       **Return Time:**        
**Purpose / Educational Value:**        
  
**SOURCE OF FUNDING FOR TRIP:**

*No student shall be denied the trip because of an inability to pay.*

**Bill Trip Expenses To:**  **Sponsoring Organization**   **School Council**   **Board**   **Other   
Specify**

**Number of Students** **Faculty Sponsors** **Other Chaperones** **TOTAL NUMBER OF PARTICIPANTS:**

**MODE OF TRANSPORTATION:  
Is District transportation needed?**   **NO**  **YES See Procedure 09\_36 AP .212** **CERTIFICATED COMMON CARRIER; SPECIFY**

Supervision (Attach list of names of adults accompanying students on trip.)

**Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?**  **Yes**   **No**

     

***Signature of Faculty Sponsor Date***

Trip has been 🞏 approved 🞏 disapproved. Reason for disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Signature of Superintendent/Designee Date***

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

Related Procedures:   
09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:9/17/01

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