



PLEASE RETURN TO SPONSOR PRIOR TO FIELD TRIP - DUE DATE: \_\_\_\_\_

**Please have your teachers sign:**

This student will be missing the following classes. Your signature indicates that this student talked to you about the work they are missing. **If you feel this student should not miss your class, arrangements can be made for him/her to attend.**

Class	Comments	Teacher Signature
1		
2		
3		
4		
5		
6		
7		
8		

\_\_\_\_\_ Not Applicable for this Field Trip \_\_\_\_\_  
(Field Trip Coordinator's Signature)

**Request to Transport Students by Personal Vehicle**

**Guidelines:**

1. Please be advised that when faculty/staff are transporting students in their personal vehicles their individual automobile insurance policy is the primary source of insurance coverage.
2. Parent permission slip must be completed and on file with the Director before such a trip commences.
3. Faculty/staff are discouraged from transporting students in their personal vehicles. Every effort should be made to transport students in District vehicles or by the designated school bus company.

Name of Group: \_\_\_\_\_

Destination: \_\_\_\_\_

Faculty/Staff Driver will be: \_\_\_\_\_

Make and Year of Vehicle: \_\_\_\_\_

License #: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_