

REQUEST FOR FIELD TRIP

Due to the Assistant Principal \_\_\_\_\_

\_\_\_\_\_ Date

Department \_\_\_\_\_

Subject \_\_\_\_\_ Approximate number of students \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Date of Trip \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Substitute Teacher Requirement: \_\_\_\_\_

Destination \_\_\_\_\_

Transportation arrangement \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Assistant Principal

Reminders:

1. Trips requiring bussing need to be requested 2 weeks prior to trip.
2. Roster due to Assistant Principal by noon at least 5 days before trip.
3. Permission slips for all students going on field trips must be signed and returned prior to the trip.
4. A copy of the approved Request Form and transportation arrangements will be given to the teacher.
5. A copy of form will be given to Secretary for substitute teacher requirements.

**JASPER HIGH SCHOOL PERMISSION SLIP**

I hereby give permission for my son/daughter, \_\_\_\_\_

To go on a class trip to \_\_\_\_\_

On (date) \_\_\_\_\_

Time of Leaving School \_\_\_\_\_

Time of Return to school \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Cost per Student \_\_\_\_\_

Permission forms are due

I understand that the trip will be under the supervision of a teacher. I hereby relieve the Greater Jasper Consolidated School System of All responsibility beyond that of normal supervision.

\_\_\_\_\_

Signature of Parent/Guardian

**JASPER HIGH SCHOOL PERMISSION SLIP**

I hereby give permission for my son/daughter, \_\_\_\_\_

To go on a class trip to \_\_\_\_\_

On (date) \_\_\_\_\_

Time of Leaving School \_\_\_\_\_

Time of Return to school \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Cost per Student \_\_\_\_\_

Permission forms are due

I understand that the trip will be under the supervision of a teacher. I hereby relieve the Greater Jasper Consolidated School System of All responsibility beyond that of normal supervision.

\_\_\_\_\_

Signature of Parent/Guardian



