

**PAULDING EXEMPTED VILLAGE SCHOOLS
BUS FIELD TRIP REQUEST**

Date: _____

Requested by: _____

Date of trip: _____

Destination: _____

Group: _____

Purpose of Trip: _____

Loading Time: _____ Return Time: _____

Number of Students: _____ Number of Teachers/Chaperones: _____

Number of Miles one way: _____

Lunch Arrangements: _____

Person in Charge: _____

Approved - Building Principal

Approved - Superintendent

Field trips are preferred to be scheduled on Wednesday's and Friday's, to leave after 8:00 A.M. and return by 2:30 P.M., so as not to interfere with regular bus routes. Field trips can be cancelled due to availability of buses and drivers.

NO FIELD TRIPS WILL BE SCHEDULED AFTER MAY 10, 2013

The person in charge shall be responsible for students throughout the trip, however, the bus driver has final authority while on the bus.

**PARENTAL PERMISSION SLIPS MUST BE TURNED IN BEFORE
STUDENTS MAY GO.**

This request must be approved by Building Principal and Superintendent before being submitted to the Support Services Supervisor.