

# Request for Student Field Trip

Principal \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Class/Organization: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Teachers: \_\_\_\_\_

Chaperones: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

(Competition, Convention, Field Trip etc.)

Date of Trip: \_\_\_\_\_

Place to Visit: \_\_\_\_\_

Method of Transportation: school bus parent transport charter bus air travel rental

Educational Objectives: \_\_\_\_\_

\_\_\_\_\_

How will objectives be met: \_\_\_\_\_

\_\_\_\_\_

Description of Trip: \_\_\_\_\_

How will the trip be funded? **You MUST provide details if trip is funded by more than one source.**

\_\_\_\_\_

Permission notes will be sent home and no child will go without having a signed note from parent or guardian.

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Sponsor (Person Making Request): \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_