



## Turner County Schools Request for Field Trip

\* Request for Field Trip approval must be submitted (2) weeks prior to the trip.

	---School Level Information---
<b>School:</b>	
<b>Destination:</b>	
<b>Date(s) of Trip:</b>	
<b># of Passengers:</b>	# of Students      # of Adults
<b>Group Attending:</b>	
<b>Purpose of Trip:</b>	
<b>Educator in Charge (Print Name):</b>	
<b>Overnight Trip:</b>	Yes ___ No ___      *If yes, the BOE must approve
<b>Out of State:</b>	Yes      No      *If yes, the BOE must approve
	Central Office: ___ Approve      ___ Disapprove
	Superintendent Signature: _____ Date: _____
<b>Signature of Educator in Charge:</b>	_____ Date: _____
<b>Signature of Principal:</b>	_____ Date: _____
	---Transportation Information---
<b>Bus Drivers:</b>	Do you need Driver(s) arranged by the Transportation Department? Yes___ No___
	**If not, list the name of your Driver(s): 1. _____ 2. _____
<b>Bus Drivers Assigned:</b>	1. _____ 2. _____
<b>Bus Departure / Bus Return</b>	Departure Time: _____ Return Time: _____
<b>Signature of Transportation Director</b>	_____ Date: _____