

INSTRUCTIONS

1. Request must be submitted at least 5 days prior to each trip.
2. A separate request form must be filled out for each trip.
3. Send all copies to Superintendent.
4. A copy will be returned following approval.
5. Date and time of departure and return must be completed in order for transportation to be scheduled.
6. Once approved, the destination and location of the field trip cannot be changed.
7. If for any reason a trip is postponed, the Superintendent's office must be notified as soon as possible prior to the date of the trip.