

# Scranton School District

## Field Trip Request

The following must be completed for a field trip to be granted permission. All out-of-state field trips will require school board approval. All field trips must comply with Board Policy 121 and its accompanying Administrative Regulation (121-AR). Permission slips for all students must be on file with the building principal prior to departure.

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

Advisor Name: \_\_\_\_\_

School: \_\_\_\_\_

Organization: \_\_\_\_\_

Trip Location: \_\_\_\_\_

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

Educational Objectives:

- 1.
- 2.
- 3.

Number of Students Attending: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ If beyond the school day, will any staff require additional pay? \_\_\_\_\_ yes \_\_\_\_\_ no Number of Substitutes Needed \_\_\_\_\_

Transportation to be Used: \_\_\_\_\_

Cost Per Student: \_\_\_\_\_ Financed By: \_\_\_\_\_

Account Code to be Used: \_\_\_\_\_

Do any students require nursing services while on the trip? \_\_\_\_\_ yes \_\_\_\_\_ no

Nurse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Out-of-State Board Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Leadership & Accountability

\_\_\_\_\_  
Date