

MERCER ISLAND SCHOOL DISTRICT #400
DAY FIELD TRIP APPLICATION

This form is to be submitted to the Building Principal at least fourteen (14) days prior to a school day field trip for approval by the Principal, as per policy 2320 and 2320P.

PLEASE TYPE OR PRINT LEGIBLY

School	Date and time of trip	
Class or group participating	Destination	# of students

Description of the activity and educational objective of the trip (write below):

Is this a sanctioned WIAA event? Yes No

Departure Date	Time	Return date	Time
Chaperones: # of adult chaperones:	Teachers	Parents	Other Staff

Staff Sponsor: _____

Transportation: The students will be traveling by:

- School Bus
- Private Vehicle driven by Volunteer/Parent
- Private Vehicle driven by Student – High School Only (student driver checklist on file)
- District Van driven by district staff
- Walking
- Other (Metro Bus, Commercial, etc.) _____

Description

The following information **MUST** be attached to this application:

1. **SAMPLE** Form 2320F2 – Parent Permission Form – **originals** accompany the staff member on the trip
2. Form 2320F5.1 – Attendance and Chaperone List - Names of students expected to participate and number and names of chaperones expected to participate.

Staff Sponsor/Applicant: _____ Date: _____

Principal approval: _____ Date: _____