

**MONTGOMERY COUNTY PUBLIC SCHOOLS
FIELD TRIP REQUEST FORM
OUT OF STATE FIELD TRIPS**

DATE OF REQUEST: _____

SCHOOL: _____

COMPLETE THIS FORM FOR OUT OF STATE FIELD TRIPS			
IN ADDITION TO SUBMITTING THIS FORM TO THE SCHOOL BOARD FOR APPROVAL, OUT OF STATE TRIP REQUESTS MUST BE SUBMITTED ON LINE USING WEBTRIPS			
REMINDER: Out of State Field Trips must be submitted to the school board for approval at least 30 working days prior to trip.			
Group/Class/Club/Team		Type of trip (Example - Music, Course-related, etc.):	
Purpose of trip		Teacher(s) Requesting Trip	
Destination		Total No. of Class Periods Missed	
Date(s) & Day(s) of Trip		Loading Time at School	Estimated Time of Arrival at Destination
Mode of Travel: <input type="checkbox"/> School Bus <input type="checkbox"/> Sp. Ed./Lift Bus <input type="checkbox"/> Charter Bus <input type="checkbox"/> Rental Vehicle		Departure Time at Destination	Estimated Time of Arrival Back at School
No. of Students	No. of Students in wheelchairs (if any):	List special needs (i.e.: oxygen securement, seatbelts, etc.)	
No. of Adults	Space for Equipment Needed?	<input type="checkbox"/> Sent list of all students to school nurse to verify any health needs or Rx needed during trip (list must be sent to school nurse at least two weeks in advance of the trip)	
Number of Chaperones	Names (indicate staff, parents, etc.)		
Are other county schools going to the same activity? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know		Follow-up Activities	
Date Parental Consent Forms will be filed in Principal's Office (Attach copy of information parents will receive):		If overnight, where will the students stay?	
If school bus requested, list arrangements (room/meals, etc.) made for the driver for overnight trips:			
Is a Substitute Teacher required? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, total no. of hours/days substitute needed?	
Total Cost per student \$ _____	Total cost to be paid by each student \$ _____	Any remaining cost to be paid by whom? <input type="checkbox"/> School <input type="checkbox"/> Club <input type="checkbox"/> Other _____	
What provision has been made for students who cannot pay their own expense? _____		Trip billed to: <input type="checkbox"/> Field Trip Allocation <input type="checkbox"/> Club _____ <input type="checkbox"/> Grant _____ <input type="checkbox"/> Other: _____	
_____		<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
Teacher's Signature _____	Date _____	Principal's Signature _____	Date _____

CENTRAL OFFICE APPROVAL

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____	_____
	Signature	Date