

REQUEST FOR FIELD TRIP —Please check below:

- Under 30 miles-Principal approval and copy to Assistant Superintendent
- Over 30 miles – Principal & Assistant Superintendent approval required
- Overnight/Out-of-State - Principal, Assistant Superintendent & Board approval req.*

DATE: _____

TO: _____
Assistant Superintendent (Elementary/Middle/High School)

FROM: _____
Teacher's Name Extension

School Name

Date of Trip: _____ (*Need Request at least 45 days in advance of trip)

Destination: _____
& Physical Address: _____

Transportation: _____ (how are you traveling?)
(Only American Stage, Michael's and Sierra Pacific are District approved charter bus carriers)

Total Cost of Trip: _____

How Trip is funded (ie; grant, parent donations, fundraising) _____

Funds held in this account: _____ **

Purpose of Trip (Detail How the Trip is tied to the Curriculum) _____

Group or Class Participating : _____ (please spell out)

of Students Attending _____ # of Adults Attending _____

Names of Certificated Staff & Chaperones attending

_____ Please check here to indicate you have collected Permission Slips and that a copy will be kept in your school office along with your approved/signed Field Trip Request

_____ If parents are driving, check here that you have collected chaperone agreements and car insurance.

_____ Please check here to indicate all students interested are allowed to participate; even if they cannot pay**

Principal's Approval _____ Date _____ Assistant Superintendent's Approval/Date
Board Approved on _____

Please return form to: _____