



NORTH ADAMS COMMUNITY SCHOOLS

Admin Office: 625 Stadium Drive | Decatur, IN | 260-724-7146

FIELD TRIP REQUEST FORM

This form must be signed by your building administrator prior to being sent to the Central Office for final approval at least 14 days prior to the requested trip.

**If transportation is required, you must also complete a transportation request form and submit with your field trip request.*

Name: _____

Date: _____

School: _____

Grade Level: _____

DETAILS OF FIELD TRIP:

Place of Field Trip: _____

Departure Time: _____ Return Time: _____ Date: _____

Educational Objectives:

Number of students on trip: _____ Is a sack lunch required? _____

Time sack lunch is needed: _____

Number of lunches needed: _____

Is a substitute required? _____ Time substitute is needed, [if necessary]: _____

Approval of Immediate Supervisor: _____ Date: _____

Check One: _____ approved _____ denied

Signature of Superintendent: _____ Date: _____

Save as: Username_Field Trip Title_Month_Day_Year (use actual date of field trip)
Principals, please email form to Lori Baumer, administrative assistant, at the Central Office



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TRANSPORTATION REQUEST

- 1: Requests must be submitted prior to each trip.
- 2: A separate request form must be filled out for each trip.

DETAILS OF FIELD TRIP:

Date of Trip: _____ School: _____

Departure Time: _____ Return Time: _____

Number of Riders: _____ Group: _____

Teacher in Charge: _____ Date Submitted: _____

Comments:

Administrator Signature: _____ Date: _____

TRANSPORTATION DEPARTMENT:

This section is to be completed by the transportation department.

Date Received: _____ Vehicle: _____ Name of Driver: _____

Comments:

Approved by: _____ Date: _____