

REQUEST FOR FIELD TRIP

Today's Date		Bus	School Vehicle
Person Requesting the Trip			
Event Name/Destination			
Date of Trip		Leave Time From Liberty	
Event Time		Arrival Time @ Liberty	
Grade(s)		# Students	# Chaperones

Itinerary:

Students:

All field trips must be approved by administration.
 A two week prior notice must be given concerning details of trip.
 Parent notification of field trip must be given at least 3 days in advance.

Administration must have trip itinerary of places and times.

Approval	
Principal	
Superintendent	

Copy to: District Office
 Food Services
 School Nurse
 School Office
 Transportation Department