

**FIELD TRIP REQUEST FORM**

Submit to Department Chair 10 school days before the event; turn in to MOE at least 5 school days before the event

Department or Club: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Course Name: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Course Sections (periods): \_\_\_\_\_

Chaperone Name (include sponsor)	Periods Needing Sub	Cell Phone Number

**LOGISTICS OF TRIP:**

Date of Trip: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Destination (include address): \_\_\_\_\_

Event: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Has the AP Secretary’s calendar been checked for conflicts?    Yes        No

Type of Transportation: Mini Bus        Van        School Bus

Cost to student: \_\_\_\_\_                      Cost to the district: \_\_\_\_\_

**ITINERARY FOR THE DAY:** DETAILED TIMES AND ACTIVITIES:

**LEARNING TARGETS:**

**ASSESSMENT:** List assessments for this trip.

Attach all instructional and assessment items used to assess students’ learning from this trip.

\_\_\_\_\_  
Requesting Teacher(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
D.C./Supervisor’s Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Principal’s Approval

\_\_\_\_\_  
Date

For MOE use only:

\_\_\_\_\_  
Bus ordered

\_\_\_\_\_  
Eligibility date (1)

\_\_\_\_\_  
Eligibility date (2)  
if requested

\_\_\_\_\_  
FT calendar

\_\_\_\_\_  
Attendance calendar