

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