



OFF CAMPUS REQUEST FORM

Form must be submitted 4 weeks prior to trip

Destination _____ Date of Trip _____

Learning Objective of Trip:

Instructor requesting the Trip _____

Departure Time _____ Return Time _____

Programs attending Trip _____

Type of Transportation

1 Van	
2 Vans	
Personal Cars	

Number of Students _____

Number of Adults _____

Estimated Cost of Trip _____

Class Release Forms have been given to students Yes No

Substitute Instructor required Yes No

After School Hours - All transportation arrangements are the student's responsibility

REMINDER – ALL STUDENTS ATTENDING THE TRIPS MUST HAVE SIGNED PERMISSION SLIPS ON FILE IN THE OFFICE.

ALL CLASS RELEASE FORMS MUST BE SIGNED AND ON FILE IN THE OFFICE PRIOR TO THE DAY OF THE TRIP.

Approved by _____

Administrative Director

Date