

**BIG BEAVER FALLS AREA SCHOOL DISTRICT**  
**EDUCATIONAL FIELD TRIP REQUEST FORM**

Date Submitted:                      Board Approval Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Approved by School Board: \_\_\_\_\_

**REQUEST MUST BE GIVEN TO BUILDING PRINCIPAL 30 DAYS PRIOR TO TRIP**

- 1. Name of teacher (s) :**
- 2. Place to be visited:**
- 3. Location:**
- 4. Total number of miles traveled:**
- 5. Purpose of visit:**
- 6. Exact date of trip:**
- 7. Number of schools days that will be missed:**
- 8. Brief description of field trip:**
  
- 9. Number of students involved:**
- 10. Expense to school district:**

**All requests will be submitted to the Superintendent of Schools for approval.**

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's signature

\_\_\_\_\_  
Date

