TEACHER'S FIELD TRIP REQUEST FORM

****Turn in to the Superintendent to request permission**

Destination of the trip: _____

Date trip is to be taken: _____

Grades and teachers planning to go on the Field Trip

NAME GRADE

_____
_____
_____
_____

Please list the names of extra chaperones other than the teachers that you expect to take along. They can only ride the bus if they are appointed as a chaperone by the school. (All Chaperones must have a background check prior to riding on a bus)

_____

Objectives of the trip / How this aligns with your curriculum:

_____
_____
_____
_____

Planned follow – up activities

_____
_____
_____

Approximate departure and return time for the trip

Depart _____ Return _____

Number of students and teachers / chaperones going on the bus

Teachers / Chaperones _____ Students _____

Signature of teacher in charge: _____

_____

Permission Granted _____ Permission Not Granted _____

Date _____

Superintendent's Signature _____

Reason why not granted _____

If approved the Principal will return this form to the teacher in charge of the trip.

After the teacher in charge of the trip receives this form back they need to initial that the following are completed

Please initial after completed and return the form to the principal

_____ Copy provided to the Transportation Director (Mr. Swearengin) to plan for bus and driver (at least 3 days prior to a local trip and 7 days prior to a trip outside the school's zip code)

_____ Copy provided to Nurse Jordan to plan for medications that need to be sent (24 hours in advance)

_____ Copy provided to Mr. Swearengin for subs (5 days prior to the trip)

_____ Number of sack lunches needed provided to Head Cook as well as informing the head cook of the number who won't be here for breakfast and lunch (24 hours prior to the trip)

_____ List of students going on the trip sent to Amy for the Rocket Reminder if trip is during school time (24 hours prior to the trip)

Note: No consent form signed by parents can release a member of the faculty of his or her negligent act. The parent's signature, however, shows that they were aware of the activity and gave consent for their child's participation. Therefore, while consent forms do not absolve the school of it's responsibility to provide, within reason, for the safety of the children, a consent form should still be used.