

LONE PINE UNIFIED SCHOOL DISTRICT  
EDUCATIONAL OR ATHLETIC RELATED  
FIELD TRIP REQUEST

Teacher's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Class/Organization: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date(s): \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Teachers \_\_\_\_\_ Students \_\_\_\_\_ Chaperons \_\_\_\_\_ Other

Will it be an overnight trip? \_\_\_ Yes \_\_\_ No

**Please note that all overnight trips and trips for distances more than 100 miles for grades K-8 and 200 miles for grades 9-12 must have prior Board approval as per Board Policy 6153.**

Vehicles Requested: \_\_\_ Bus \_\_\_ Number of Vans

**Please note that a Vehicle Request Form must be completed and attached to this request. If requesting vans, drivers must be on a van driver list that is authorized by the District.**

Will you need a substitute teacher? \_\_\_ Yes \_\_\_ No

If yes, for how many days/periods? \_\_\_\_\_ Days / Periods (circle one)

**Important: Please attach an itinerary to this request. The itinerary must include:**

- 1) **Departure and return dates/times.**
- 2) **Method of transportation/drivers.**
- 3) **Lodging address/phone number and # of rooms reserved.**
- 4) **Lodging arrangements (ratio of male/female to male/female supervision).**
- 5) **Names of District approved chaperons (if new, must be fingerprinted/TB clear prior to trip).**
- 6) **Names of students (indicate number of male/female students)**

**This form must be signed by the school site principal and submitted to the District Office for approval and, if necessary, submitted to the Board for approval at least 2 weeks prior to the field trip taking place.**

Request approved by School Site Principal: \_\_\_\_\_  
Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

**FOR DISTRICT USE ONLY:**

Superintendent's Approval: \_\_\_ Yes \_\_\_ No \_\_\_\_\_  
Signature of Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_

Date of Anticipated Governing Board Approval: \_\_\_\_\_

Additional Instructions: