

LOCAL/SAME DAY FIELD TRIP RESERVATION REQUEST/APPROVAL FORM

(Use Form 96B for commercial air, water, overnight, beyond 100 mile radius, out-of-state or country.)

| Date of Trip | # of Passengers | School/Grade Level | Departure Time | Destination and Address | Return Time to School |
|--------------|-----------------|--------------------|----------------|-------------------------|-----------------------|
| | | | | | |

Distance to be traveled one way: _____ miles. Method of Transportation: _____

Water near, by or on trip? Yes _____ No _____ (Students may not transport students)

YES! (Use long distance form 96B) Account number: _____

Educational Objectives of Proposed Trip: _____

ITINERARY DETAILS: If the proposed trip includes more than one day of travel use Form NVUSD 96B

of Students Participating: _____ Cost per student (list cost details): _____

Cost to Chaperone: _____

Teacher(s) in Charge/Submitting Requests: _____

Signature: _____ Date: _____

PRINCIPAL'S APPROVAL

Release Time: _____ Required _____ No. of class periods or _____ Total school days
_____ Not Required

All chaperones/drivers supervising children out of teacher sight have been fingerprinted by NVUSD and cleared by HR

Trip fulfills specific instructional objectives of a subject included in the NVUSD approved course of study

Trip fulfills objectives of school-sponsored student activities/athletics

APPROVED _____ DISAPPROVED _____
Principal _____ Date _____

TRANSPORTATION DEPARTMENT CLEARANCES

Drivers/Chaperones: _____ Check if list is attached to this form

Name: _____

Name: _____

Name: _____

Name: _____

_____ Volunteer Drivers Cleared to Drive _____

_____ Vehicle(s) Cleared _____

Comments _____

(Signed) _____ Date _____

Approved/Entered in Book _____ Signature _____ Date _____