



PENN-DELCO SCHOOL DISTRICT FIELD TRIP REQUEST FORM



**This form must be approved by the building principal
at least 30 days prior to trip date.**

The organizing faculty member must complete this form, **attach a list of students potentially attending trip, and submit form to the School Nurse.** Nurse will determine if a nurse or specific parent/guardian is needed on the trip. If needed, parent/guardian will be contacted to request attendance. If parent/guardian will attend, nurse notates below, approves form, and submits it to principal. If parent/guardian is unable to attend, nurse enters field trip date on the district Field Trip Calendar as pending. If a nurse can be assigned to the field trip, date is confirmed by school nurse on the district Field Trip Calendar, nurse approves this form, and submits it to principal for approval. Approved original forms are forwarded to Director of Teaching & Learning for administrative approval. Original form is then sent to the Office of Transportation for final approval. Office of Transportation sends approved copy to building principal.

Note: Buses may not leave before 9:00am and must return by 2:00pm unless prior approval is given by the Supervisor of Transportation. Overnight trips require School Board approval at least one (1) month prior to trip date. Refer to Policy #121 for additional details and field trip requirements.

Date of Trip: May 1-4, 2026 **Check this box if Overnight Trip:**

Destination (name/address): Sandusky, Ohio Cedar Point and Rock and Roll Hall of Fame

Educational rationale: Music Department Performance Trip: Marching Band & Concert Choir

Leaving from: SVHS at 8:00 am Returning to: SVHS at 9:00pm
(School) (Time) (School) (Time)

Trip will stop for lunch at: TBA
(Place) (Time)

Faculty Member Name: Nicole Moyer & Tim Pry # of Students: 80 Grade(s): 9-12

Chaperone(s) Tim Pry & Nicole Moyer

of Substitutes Required: 2 for: Nicole Moyer and Tim Pry

BUSES MAY NOT OPERATE WITHOUT A FACULTY MEMBER AND SUFFICIENT CHAPERONES ABOARD.

TRANSPORTATION REQUESTED: SCHOOL BUS CHARTERED BUS
(Chartered bus must be paid by student/club funds)

A Nurse or Parent/Guardian is needed for this field trip: Yes ___ No ___
Parent/Guardian will attend: Yes ___ No ___ Nurse will attend: Yes ___ No ___
Nurse Signature: _____

Nicole Moyer
(Organizing Faculty Member Signature) 5/5/25
(Date)

Approved by: [Signature] 5/12/24
(Principal) (Date)

(Assistant Superintendent) (Date) (Transportation Supervisor) (Date)

Exceptions or changes to the above
Transportation: ___ Available ___ Not Available # of Buses Assigned ___
Permit No. ___ Drivers ___