

Cleveland Heights-University Heights Field Trip Travel Request Form

Requirements:

- This form must be submitted **at least 3 weeks** before the field trip. If a school bus is required, please reserve it on FMX at the time of building approval. ***If the field trip is denied, please call transportation to have the request removed.*
- All Information must be completed and accompanied by pertinent documentation.
- Must submit to the Chief Academic Officer/Ed Services for approval before distributing permission slips
- Travel commitments may only be made with authorization from the Chief of Schools Officer/Ed Services. Field Trips should be scheduled between 9 a.m. and 2 p.m. If hours exceed those times, please contact transportation at 216-371-7195.

School: _____

Field Trip: _____

Person in charge: _____

Date(s) of Travel: _____

Purpose of the trip: _____

Hours out of school: _____ Number of Students: _____

Participating Grades and number of students: _____

Participating teacher(s): _____

Chaperones & their connection to the school: _____

Transportation time to and from destination: _____

Cost per student: \$ _____

Additional information:

Building Principal's Signature _____ Date: _____

Chief of Schools: _____ Date: _____