

## REQUEST FOR FIELD TRIP

<b>Today's Date</b>		<b>Bus</b>	<b>School Vehicle</b>
<b>Person Requesting the Trip</b>			
<b>Destination</b>			
<b>Date of Trip</b>		<b>Load Time From Liberty</b>	
<b>Event Time</b>		<b>Leave Time From Liberty</b>	
		<b>Return Time @ Liberty</b>	
<b>Grade(s)</b>		<b># Students</b>	<b># Chaperones</b>

<b>Itinerary:</b>

<b>Students:</b>

All field trips must be approved by administration.  
 A two week prior notice must be given concerning details of trip.  
 Parent notification of field trip must be given at least 3 days in advance.

**Administration must have trip itinerary of places and times.**

<b>Approval</b>	
<b>Principal</b>	
<b>Superintendent</b>	

Copy to:    District Office  
               Food Services  
               School Nurse  
               School Office  
               Transportation Department