Field Trip Request-Check-Off Sheet

☐ Submit itemized proposal to principal – include educational purpose, description of trip, destination, date & time, estimated cost.

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☐ Bus Request

☐ Leave Request

☐ Emergency Medical Release (student medical information w/ parent signature). Must include information about lunch options: School or lunch from home.

☐ Require students to complete a Pre-Arranged Absence form (full day absence)

☐ Request Athletic Director to place on the HHS/HJH Weekly Calendar

☐ Notify the District Nurse of the trip and request pertinent student medical information at least two (2) weeks prior to the trip

☐ Notify Director of Child Nutrition, at least two (2) weeks prior to the trip, if it involves leave from school during lunch time.

_____ # of school lunches needed _____ # of lunches from home

☐ Notification to staff via e-mail of field trip date with student names and numbers

☐ Provide estimated expenses for: _____Travel/Bus _____Registration fees _____ Misc.

☐ **Overnight or Out-of-State Travel:** Request for Out-of-State or Overnight Travel Approval to School Board **must** be completed and submitted to district office **one week** prior to monthly board meeting and prior to overnight travel.

☐ **Overnight or Out-of-State Travel: Must provide/complete with Request Form:**

- ☐ Detailed Itinerary, include list of student names
- ☐ Detailed expense list: meet with district office to calculate:
  - ☐ Travel Expenses ☐ Registration Fees
  - ☐ Food Costs ☐ Misc. Expenses ☐ Hotel Costs

☐_____ ☐ _____

Approved (Principal Signature) **Denied** (Principal Signature)

Date Approved/Denied _____

Forward to District Office with Travel Request.