Field Trip Request Form

Revised 02/25/19

Caswell County Schools
P.O. Box 160, Yanceyville, North Carolina / Ph: 336-694-4116 / Fax: 336-694-5154

Date Received in Superintendent's Office:_____ **Date Approved:**_____

Out of State ☐	**Overnight** ☐
School:	**Trip Date:**
Grade(s)/Group/Organization Involved:	
Number of Students: *(list participants on back of form)*	**Number of Adults:** *(list participants on back of form)*
Destination:	
Transportation By:	**Cost:**
Total Cost of Trip:	**Cost Per Student:** / **Cost Per Adult:**
Source of Funds:	
Please note: If using Title I funds, requires Signature from Title I Director **Signature:**	
Sponsor Contact:	**Phone #:**
Departure Date:	**Departure Time:** **A.M. / P.M.**
Return Date:	**Return Time:** **A.M. / P.M.**
Description of trip/educational value: ***(Itinerary MUST be attached when submitting this form)***	
	Requests must have the approval of the Superintendent at least ***ten (10) calendar days prior to the proposed date of departure****. Exceptions to these date requirements will be considered in situations where the scheduling of activities is beyond the control of Caswell County Schools.* **(Board Policy 635)**
Signature for Teacher/Supervisor: ***Date***	
Signature for Principal: ***Date***	
Signature for Superintendent/Designee: ***Date***	