Ferndale Area School District Field Trip Request Form

Date Submitted: _____ Date of Trip: _____

Date Approved: _____ Alt. Date (or leave blank): _____

All requests for field trips must be submitted on this form to the Principal at least two (2) weeks prior to the event. Only teachers and other professional employees who will take full responsibility for the safety and conduct of students on the trip are permitted to submit a request.

Group/Class: _____

Destination: _____

Departure Date: _____ Time: _____ ☐ AM ☐ PM

Return Date: _____ Time: _____ ☐ AM ☐ PM

Contact Person(s): 1.) Lead: _____

2.) _____ 3.) _____

Number of Students: _____

Substitute Needed: ☐ Number Substitutes: _____ Cost of Substitute (@ $100 per) $ _____

Remember to use a ratio of one supervisor to every twenty students (suggested)

District Transportation: ☐ Buses: _____ Vans: _____

If Non-District, explain: _____

Source of Payment: _____ Cost: _____

If Organization, List Name: _____

Street Address: _____

State: _____ Zip: _____

Signature of Person Making Request: _____ Date: _____

It is a **privilege** to participate in co-curricular activities, such as, but not limited to, interscholastic sports, the school band, cheerleading, chorus, forensics, intramurals, school clubs, field trips, etc. Since student participation in those activities represents the school, students are expected to follow school rules. Students must not be failing two (2) or more classes, must not have any outstanding discipline obligations, such as detention or suspension, and attendance requirements of not being more than fifteen (15) days late to school or unexcused days for an educational, medical, or prior-approved reason from the administration. Unacceptable student behavior may result in students being removed from the team/squad/club and may result in disciplinary action. Suspensions (in school and out of school) will prevent students from participating in field trips.

Nurse Required: Yes: ☐ **No:** ☐

Nurse's Notes:

_____

ADMINISTRATIVE USE ONLY BELOW THIS LINE

Signature of Principal: _____ Approved: ☐ Denied: ☐ Date: _____

Signature of Superintendent: _____ Approved: ☐ Denied: ☐ Date: _____

Regulated by District Policy #121 as well as Student Code of Conduct pgs. 14-15 regarding Co-Curricular Activities. Form updated 3/2025