



### Extended Field Trip Request Form

Date of Request \_\_\_\_\_

School \_\_\_\_\_

Class or group \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_

Dates of trip \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

Teacher(s)/Advisor(s) \_\_\_\_\_

Chaperones (specify staff or parent)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Mode of Transportation \_\_\_\_\_

Accommodations \_\_\_\_\_

Insurance Arrangements \_\_\_\_\_

**All employees must develop and implement an action plan to effectively manage unexpected emergencies and behavioral concerns to ensure the safety and well-being of students and adult chaperones. Employees must promptly report any emergency situation to their immediate supervisor.**

Requesting Teacher/AD Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved by Superintendent \_\_\_\_\_ Date \_\_\_\_\_