



Field Trip Request Form

School: _____ Teacher: _____ Grade Level: _____

Subject Area: _____ Date of Trip: _____

Description of field trip: _____

How it relates to curriculum: _____

Number of students going: _____ Parental Consent (circle one): Yes No

School Departure Time: _____ School Return Time: _____

Staff/Chaperone First Aid Certification (circle one): Yes No

Resources Needed: _____

Individual teachers must request substitutes in Frontline.

Fees/Costs: _____

Bus Charter Form (submit within 5 days of field trip): _____

Fund Code/Activity Account: _____

Principal Signature: _____

Executive Director Signature: _____

NOTE: All Field Trips must have prior approval from building principal and the Executive Director before Bus Charters will be ordered.