

Washington County Board of Education
P. O. Box 1359 – 229 Granade Avenue
Chatom, AL 36518

Field Trip Request Form

NEEDS TO BE SUBMITTED TWO WEEKS BEFORE FIELD TRIP

****Extracurricular Bus Driver Payroll Form must be attached when submitted.****

****NOTE: A student roster signed by the school nurse must be submitted with this form.****

Date of Field Trip _____ Destination _____

Teacher(s) making request _____

Name of person(s) supervising _____ Bus Driver _____

Purpose of trip _____

Grade/Subject _____ Number of students going _____

Transportation by: School Bus _____ Charter Bus Company _____

Other: _____ Explain: _____

Plan for defraying costs and expenses _____

Costs: Admissions \$ _____ (0 if no cost.) Other: _____ Explain: _____

Round trip miles from the school _____ Time to complete the trip _____

School Departure Time: _____ School Arrival Time: _____

Explain the direct relationship of the field trip to the educational or instructional program.

The following people (if applicable) must be notified to sign and date this form two weeks prior to the field trip

Nurse Signature _____ Date _____

Lunchroom Manager _____ Date _____

Federal Programs Coordinator _____ Date _____ Code _____

Bus Request

_____ requests the use of _____ bus(s) for the field trip

I understand the school will pay \$1.80 per round trip mile. \$1.80 x _____ miles = \$_____ to be paid to the Washington County Board of Education.

Approved by Principal: _____ Date _____

Approved by Transportation Supervisor: _____ Date _____

Bus Assigned: _____

() Approved () Disapproved () by Superintendent: _____ Date _____

Revised 08/2026