Field Trip/Community Based Instruction Form

Date of Trip			
Destination (name, address, and phone)			
Driver Picking Up Van		Pick Up Time	
Driver with Students			
Driver Returning Van		Return Time	
Departure/Return Time from School			

**The group is not permitted to travel to a destination other than the location indicated above.*

Group Size Information

Number of Students: _____ Number of Staff: _____

Is a wheelchair accessible/lift van needed?

- ☐ Yes
- ☐ No

Describe how this trip supports and/or enhances educational goals:

Purpose/objective of the trip:	
What pre-teaching and follow-up instruction will be done to support this trip?	
Connection to Ohio Learning Standards	

Please remember, should this trip be approved by the ESCCO, parental permission forms must be obtained prior to the event and all district/building protocols must be followed.

Teacher Signature Date

Coordinator Signature Date

Director Signature Date

Steps for Approval: This form is first submitted by teacher at least two weeks in advance of trip. Coordinator approves and submits to Director. After Director review/approval, the form will be submitted to Transportation for van reservation and returned to the teacher for confirming the trip and to begin the collection of permission forms. All permission forms and emergency forms must be taken on trip. Building principal/front office should be notified of trip details.