

Reardan-Edwall School District

Field Trip Request Form

Group: _____

Advisor/Coach: _____ Cell Phone: _____

Date of Trip: _____

Destination: _____

Purpose: _____

Number of Students: _____ Grade Level(s): _____

Primary Chaperone: _____

Additional Chaperones: 1 per 10 student ratio Chaperones MUST have a district volunteer clearance.

Instructional Purpose: How does this trip support classroom instruction? _____

Are appropriate purchase orders submitted? _____ Yes _____ No

Has transportation been requested? _____ Yes _____ No

Have substitute arrangements been completed? _____ Yes _____ No

Approval

Principal: _____

Date: _____

Field Trip Check List Reviewed w/Principal _____

Date

Principal Initials

* As per Board Policy 2320 and Procedures 2320P Field trips, Excursions, and Outdoor Education