



Cache County School District
Field Trip/Activity Form (Return completed form to the Administrative Assistant)

Policy 3500. F7

This Box for Office Use Only:

Submitted: _____ Approved: _____ Calendared: _____

Date of Request: _____ Name of Field Trip: _____

Field Trip Date: _____ Grade Level/Group: _____

Load Time: (North circle drive) _____ Return Time: _____ (Arrival back at school)

Destination: _____

Destination Address: _____

Number of Students: _____ Number of Adults: _____ Number of Wheelchairs: _____

Number of Buses Needed: _____ (use the information below to determine how many buses are needed)

A traditional bus has 28 seats per bus. 2 students per seat = 56 capacity, and 3 students per seat = 84 capacity.

The accessible bus has 2 wheelchair spots and 20 seats. 2 students per seat = 42 capacity and 3 students per seat = 68 capacity.

School Contact Person/Chaperone: _____

School Contact Person/Chaperone Cell contact #: _____

How does the trip satisfy appropriate educational needs and the core curriculum?

- Standard being taught: _____
- Objective being taught: _____

Are there additional costs per student for entrance fees, tickets, equipment, etc.?

Notes: _____

- ☐ A note will be sent home to obtain parent permission for the student to go on the field trip and to indicate whether their child has school or home lunch.
- ☐ Lunch arrangements have been discussed with the lunch manager at least two weeks in advance. List of students receiving sack lunches will be given to the lunch secretary before leaving.
- ☐ Administrative assistant has reviewed the grade/departments account to ensure there are enough funds for the trip.
- ☐ SpEd, ESL, and specialists have been notified if it interferes with services/prep.
- ☐ Health aide has been notified at least two weeks in advance.

Updated August 27, 2026