REQUEST FOR FIELD TRIP – SCHOOL DAY

Lead Teacher	Date of Application				
Lead Teacher Cell Phone N	Date of Trip				
Grade Level/Class	Building				
Number of Special Needs Students Attending		Total # of Students Attending			
Total # of Chaperones		Number of Teaching Assistants/Aides Required			
Destination (include name and address):		Time Schedule: Departure from School Return to School			
Purpose of Trip and Curric					
Specific provisions for entecoincide with regular school	ol hours:				
required: Name	Position	Sub Req	uired	Chaperone Pay Required	
		(Yes or I	No)	(Yes or No)	
Please list all students required medication:	iring administration of r	medication(s)	during	the trip and the type(s) of	
Student	Medication	edication		Frequency of administration	

Please list any applicable expenses:	REQUESTED	APPROVED
Participation/Registration Fee:		
Transportation – Royal Coach (in-house bussing) Charter Bus	_	
Number of buses Xrate:		
ТО	TAL	
Budget Code:		
If applicable, did you check with transportation a this information.) Conducting a driver certification and back Bus Insurance:	·	mot be approved without
NOTE: The lead teacher of this field trip will be policies pertaining to field trips.	personally accounta	able for strict adherence to
SIGNED		
Lead Teacher		lled with Building Principal
APPROVED		
Building Principal		Date
APPROVED		
Superintendent or Designee		Date

- 1. This request must be submitted to the building principal at least one (1) month in advance of the date requested for the trip.
- 2. List the names of students on a second sheet.
- 3. Note all overnight field trip requests must be accompanied by a complete daily itinerary which must include, at the minimum, location of overnight accommodations, phone contact numbers of those accommodations.
- 4. All overnight, out-of-state and out-of-country trips must include, in notice to parents, a statement that the Board reserves the right to cancel the trip if in the judgment of the Board the trip would endanger students and/or staff and that any liability incurred by such cancellation would be borne by the participants and not by the Board. The purchase of trip cancellation insurance is to be encouraged.