

# FIELD TRIP REQUEST

Class/Organization: \_\_\_\_\_ Date(s) of Trip: \_\_\_\_\_

Teacher/Sponsor Requesting Trip: \_\_\_\_\_

Submitted Date: \_\_\_\_\_

Educational Rationale for Trip: \_\_\_\_\_  
\_\_\_\_\_

State Standards: \_\_\_\_\_

Destination: \_\_\_\_\_ Approximate Distance \_\_\_\_\_

Estimated number of Students involved: \_\_\_\_\_

Has a note been sent to parents/guardians notifying them of the trip? Yes No

Trip funded by: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Estimated Return Time: \_\_\_\_\_

Additional faculty or chaperones on trip: \_\_\_\_\_

Need Substitute: Yes No Period(s): 1 2 3 4 5 6 7 8

Permission Granted: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Principal/Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Transportation Information

Driver: \_\_\_\_\_

Post-Trip Documentation: \_\_\_\_\_