



Field Trips

(Teacher/Sponsor Request Form)

Request must be submitted at least three weeks prior to the trip.

Date of Request


Date of Trip

Name of Teacher/Sponsor

Class, Organization or Team

Destination

Is the Destination 50 miles or less 51-350 miles Over 350 miles

Is the Destination In State Out of State  **Must use Out-of-State Request Form**

Purpose of Trip

Attach itinerary, if applicable.

Number of Students Attending

Number of Parents or Other Adults Attending

Attached to this request is a list of all students, parents & other adults attending.

We Will Leave From Time

We Will Return To Time

Is a substitute needed? Yes No

Proposed Transportation

Number of Buses: <input type="text"/>	Other: <input type="text"/>	None
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A School Activity & Transportation Request must be submitted by the principal to the Transportation Department two weeks prior to the date of the trip to request the use of a school vehicle.

If none, what transportation arrangements have been made?

Office Action

<p>Principal 50 Miles or Less</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>Signature</p>	<p>Superintendent 51-350 Miles</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>Signature</p>	<p>Board of Education 350+ Miles</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>Signature</p>
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Field Trips (Student/Parent Form)

Name of Teacher(s)/Sponsor(s):

Class, Organization or Team

Date of Trip **Destination**

Purpose of Trip

We Will <u>Leave</u> From	Time	We Will <u>Return</u> To	Time	Time



Student Agreement

While participating in this activity, I will accept the responsibility for maintaining good conduct and I will follow directions of my coaches, teachers, and/or sponsors at all times.

Date: _____ Student Signature: _____



Parent/Guardian Permission

I give my permission for _____ to participate in this activity and to accompany the group on this or future trips that may be scheduled by coaches, teachers and/or sponsors. I understand that the school will provide supervision for the trip. I also understand that no special insurance is provided by the school board; however, the insurance required of athletics and the school-time accident insurance taken by many students will apply to this activity. I understand that all school policies and procedures remain in effect for students on field trips including behavioral, discipline and transportation.

Date: _____ Parent/Guardian Signature: _____