

FIELD TRIP REQUEST

Before a field trip will be approved this request must be completed and signed by the Building Principal and Assistant Superintendent of Instruction. *Buses can be secured on-line.* **Please confirm that this field trip date does not conflict with any district testing dates.**

Submitted by: _____ Date submitted: _____

Building: _____ Grade level: _____

Destination: _____

Date of trip: _____ Time leaving: _____ Time returning: _____

Number of students attending: _____ Number of buses needed: _____

COST: Transportation: _____ Budget Code: _____

Registration: _____ Budget Code: _____

Will parents be permitted to go? YES NO If YES, how many? _____

1. **Specifically** what subject(s) and standards will be supported by this field trip?

2. **Specifically** what will students gain by participating in this field trip that they would not otherwise learn?

3. **Specifically** what has been taught to prepare students for the field trip?

4. **Specifically** what will students be expected to learn while on the field trip?

5. **Specifically** what will you be doing in your classroom to follow-up with this field trip experience?

Complete request and submit to the Assistant Superintendent of Instruction.

You will receive a copy of the approved form and a copy will be sent to transportation.

This request must be submitted for approval at least 3 weeks prior to the date of the field trip.

Building Principal/Date

Assistant Superintendent of Instruction/Date

For Office Use only:

Copy to Transportation

Copy to Building Secretary

Copy to Field Trip Coordinator

Date: _____