



JEFFERSON DAVIS PARISH SCHOOL BOARD

P.O. BOX 640 203 EAST PLAQUEMINE STREET
JENNINGS, LOUISIANA 70546

KIRK CREDEUR
SUPERINTENDENT

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Learners Today, Leaders Tomorrow

OFF-CAMPUS STUDENT/TEACHER/SPONSOR TRIP REQUEST

OUT-OF-PARISH, BUT IN-STATE TRAVEL

Please fill out this form and send it to the Principal for approval prior to the date of the trip. TRIPS MUST BE APPROVED PRIOR TO TRAVEL. OUT-OF-PARISH TRAVEL requires the Superintendent's signature. Upon approval of the trip, one copy will be retained at the School Board office, one copy will be returned to the school of origin to be reproduced for the Teacher.

DATE SUBMITTED _____ SCHOOL _____
GRADE, SUBJECT, OR ORGANIZATION _____
NO. OF STUDENTS MAKING THE TRIP _____ DATE OF TRIP _____
METHOD OF TRAVEL _____ WHEN BONDED CARRIERS ARE USED,
GIVE THE PER PUPIL COST _____. HOW WILL THESE COSTS BE DEFRAIDED?

DEPARTURE TIME _____ RETURN TIME _____
DESTINATION _____
PURPOSE OF TRIP? (STATE THE RELATIONSHIP TO CURRENT STUDY) _____

WHAT ARE YOUR PLANS TO FOLLOW UP AND EVALUATE THE TRIP? _____

LIST STAFF MEMBERS AND OTHER ADULTS WHO WILL MAKE THE TRIP.

PARENT PERMISSION SLIPS WILL BE FILED WITH THE PRINCIPAL PRIOR TO THE TRIP. TEACHERS WILL BE RESPONSIBLE FOR ALL STUDENTS DURING AND AFTER THE FIELD TRIP. THIS INCLUDES MAKING SURE EACH STUDENT ARRIVES HOME SAFELY.

REQUESTED BY: _____
TEACHER TEACHER

APPROVED BY: _____, PRINCIPAL

OUT-OF-PARISH APPROVAL: _____, SUPERINTENDENT