



FIELD TRIP REQUEST FORM

Teachers desiring to take their students on a field trip must submit this request form to their principal at least two weeks prior to the date of the proposed trip.

School: _____ Date: _____

Teachers: _____

Trip Type: Educational

Grade or Class, Etc.: _____ No. Of Students: _____

No. of Buses Needed: _____ No. Of Adults: _____

Destination: _____

Date of Trip: _____ Cost Per Student: _____

Time of Departure: _____ Time of Return: _____

Purpose of the Trip:

Signature of Teachers: _____

Approved - Not Approved

Approved - Not Approved

Principal

Date

Superintendent

Date