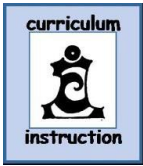


FIELD TRIP ACTIVITY FORM



Planning for a field trip is essential to enhance and connect learning that is being conducted in the classroom to real events. Prior to any reservations made for a field trip, this form must be completed, submitted and approved by the principal and appropriate central office personnel.

Teacher's Name _____ School _____

Field Trip Destination _____

Date of Proposed Field Trip _____ Number of field trips your students have taken this year _____

Please mark the appropriate boxes below:

- This field trip is on the approved field trip list at the appropriate grade level.
- This is an out-of-state field trip.
- Bookkeeper's approval of funds available _____

Mode of transportation: School bus Charter bus

Explain how this field trip is aligned to the Alabama Course of Study Standards:
List planned activities prior to the proposed field trip:
List planned activities during the proposed field trip:
List closure activities planned once students have returned to school:

Nurse required? Yes No Undecided *(determined by final roster)* Nurse's Signature _____

***Teacher will provide an accurate student roster of attendees to nurse two weeks prior to field trip.**

Teacher Signature _____

Approved Not Approved Principal's Signature _____

Field trips MUST have the approval of principal and Elementary or Secondary Education Director.

N/A Approved Not Approved Director's Signature _____

All out-of-state field trips must be approved by the principal and Superintendent.

N/A Approved Not Approved Superintendent's Signature _____