



# ITAWAMBA COUNTY SCHOOL DISTRICT

## Field Trip Request Form

School: \_\_\_\_\_

Group / Grade(s) Attending: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Name of Bus Driver: \_\_\_\_\_

Destination (include city/state): \_\_\_\_\_

Staff Member Submitting Request: \_\_\_\_\_

Chaperones: \_\_\_\_\_

Funds Will be derived from: \_\_\_\_\_

Educational Purpose of Field Trip:

\_\_\_\_\_

- Names of all students, teachers, and chaperons must be submitted to the office and confirmed again on the day of the trip.
- Sack lunches for students missing a lunch period must be requested to the cafeteria manager at least one week before the trip.
- Bus requisition must be completed to request bus once this form is approved.
- Permission slips must be signed by a parent/guardian, which list emergency numbers and any medical conditions.

Approved  Not Approved

\_\_\_\_\_  
Principal / Director Signature

Approved  Not Approved

\_\_\_\_\_  
Superintendent Signature