

HAMBLEN COUNTY SCHOOLS
REQUEST FOR TRIP (check as appropriate)
 OVERNIGHT, In-state
 OUT OF STATE, One Day
 OUT OF STATE, Overnight

4.302 Exhibit 1

Principals are expected to eliminate unnecessary or nonapprovable trips prior to submission of request to the superintendent of schools.

School _____ Teacher responsible _____

Organization or class _____

Destination _____
(city & state) _____

Date of trip (MM/DD/YR) _____ through (MM/DD/YR) _____

students _____ # chaperones (minimum 1:10) _____

If only 1 chaperone, are all students the same gender as the chaperone? Yes No

How will transportation be arranged? _____

What is the educational value of the trip? (Side trips that are not educational in nature are not permitted.)

Approved Denied _____
Principal's Signature Date

FOR ONE-DAY OUT-OF-STATE TRIPS:

Approved Denied _____
Superintendent's Signature Date

FOR OVERNIGHT TRIPS UNDER 100 MILES:

Approved Denied _____
Superintendent's Signature Date

FOR OVERNIGHT TRIPS:

Approved Denied _____
Board Chair's Signature Date of Board Action

SUBMIT ONE COPY AT LEAST ONE WEEK PRIOR TO SCHOOL BOARD MEETING