



# Williamsburg County School District Academic Field Trip Request and Authorization Form



<b>School:</b>		<b>Grade:</b>	
		<b>Department:</b>	
<b>Name of Event and/or Place of Event:</b>			
<b>Physical Address of Destination:</b>			
<b>Date of Trip:</b>		<b>Time of Departure:</b>	<b>Time of Return:</b>
<b>Method of Transportation:</b>			<b>Number of Students Attending:</b>
<b><u>Instructional Objectives Derived from the SC Standards, Aligned with WCSD Curriculum and Pacing Guide:</u></b>			
<b><u>Assessment to Measure Mastery of the Objective(s) listed above (Must match rigor of the Standard—Attach Assessment):</u></b>			

**\*\*\*\*\*TO BE COMPLETED BY THE SPONSOR\*\*\*\*\***

<b>Total Cost of Trip:</b>	<b><u>Total Cost Itemized</u></b>	<b><u>Amount</u></b>	<b><u>Account Number (If Applicable)</u></b>
<div style="border: 1px solid black; width: 100px; height: 40px; background-color: yellow;"></div>	<b>Parent:</b>	\$	
	<b>School:</b>	\$	
	<b>District</b>	\$	
	<b>State:</b>	\$	
	<b>Federal:</b>	\$	
	<b>Other:</b>	\$	
	<b>Total Cost (Must Equal Number in Left Column)</b>	<b>\$</b>	
<input type="checkbox"/> <b>Bus Arrangements Completed</b>		<input type="checkbox"/> <b>Teachers Notified</b>	
<input type="checkbox"/> <b>Permission Slips Collected</b>		<input type="checkbox"/> <b>Attendance Office Notified</b>	
<input type="checkbox"/> <b>Cafeteria Notified</b>		<input type="checkbox"/> <b>Itinerary Submitted to Principal</b>	
<input type="checkbox"/> <b>Nursing Staff Notified</b>		<b><u>Chaperones (10:1 Ratio):</u></b>	
<b>Sponsor's Signature</b>		<b>Date</b>	<b>Principal's Signature</b>
			<b>Date</b>

**\*\*\*\*\*TO BE COMPLETED BY DISTRICT OFFICE\*\*\*\*\***

<input type="checkbox"/> <b>APPROVED</b>		<input type="checkbox"/> <b>DISAPPROVED</b>	
		<input type="checkbox"/> <b>SUPERINTENDENT'S APPROVAL NEEDED</b>	
<b>Chief Academic Officer's Signature</b>		<b>Date</b>	<b>Chief Academic Officer's Signature</b>
			<b>Date</b>
<input type="checkbox"/> <b>APPROVED BY SUPERINTENDENT</b>		<input type="checkbox"/> <b>DISAPPROVED BY SUPERINTENDENT</b>	
<b>Superintendent's Signature</b>		<b>Date</b>	<b>Superintendent's Signature</b>
			<b>Date</b>