

Field Trip Request Form



Teacher: _____

Grade/Subject: _____

Number of students participating: _____

Destination: _____

Dates of Trip: _____

Days absent when school is in session: _____

Travel Company being used to coordinate the trip: _____

Purpose of the Trip: [Briefly describe the educational objectives and goals of the field trip]

Cost:

Estimated Cost per Student: _____

Does the student cost include the cost of the trip for the chaperones? _____

Are chaperones required to pay for a portion of the trip? _____

Will there be a separate learning trip for the teacher included with this student trip? _____

Dates: _____

Destination: _____

Purpose: _____

Number of people attending the separate learning trip? _____

Cost for those other than the teacher to attend the separate learning trip? _____

Are student costs increased to provide a separate learning trip for the teacher? _____

Projected fundraisers needed to offset the cost of the trip for the students: _____

Cancellation/refund policy details: _____

Transportation:

Mode(s) of Transportation: _____

Chaperones:

Number of Chaperones: _____

A number of school staff chaperoning the trip: _____

Approval:

I have reviewed and approved the proposed field trip outlined in this request. I understand the educational objectives and believe the trip aligns with the district's vision and mission.

Principal's Name: _____

Principal's Signature: _____

Date: _____

Teacher's Note:

Please submit this form to the principal for approval at least _____ weeks prior to the proposed field trip date.

(Not needed to be included with the form being submitted to the School Board.)

The following must be provided to the principal prior to departing:

List of Emergency Contacts for Students: [Provide a list of emergency contacts for all students prior to the trip.]

Special Instructions or Considerations: [Any specific safety instructions or considerations]

Provide itinerary information prior to departure:

All staff members have been made aware of the students attending and the dates of the trip? _____

Kitchen staff has been made aware of the students attending and the dates of the trip? _____

Transportation Manager has been informed and transportation has been requested? _____

Special transportation needed? _____

Chaperones have been identified? _____

Chaperone contact information has been provided to the principal? _____