FIELD TRIP REQUEST FORM

No field trip will be approved by the Superintendent unless received by the 15th of the month preceding the scheduled date of the trip. Filed Trip must be directly related to instruction. The **Field Trip Documentation** form (See reverse side) must be completed. The Bus Seating Chart must be completed and attached.

Grade/Class _____ Number of Students _____

Destination _____

Purpose _____

Day and Date of Field Trip _____ Departure Time (from school) _____

Specific Departure (Pickup) Location _____

Return Time (when do you expect to arrive at the school) _____

Transportation Type: Bus _____ Handicap Equipped Bus Necessary? _____

Other Transportation Needs/Issues (Specify) _____
(If transportation is by car pleas attach Field Trip Special Information Form and All appropriate driver and vehicle forms and information.)

Chaperones: _____ _____

_____ _____

_____ _____

Person requesting field trip permission: _____

ent

Approved by:

_____ _____
Principal Date

_____ _____
Superintendent Date

Trans Coord. Contacted: _____
Number of busses authorized _____
Date Bus permit(s) Issued: _____
Trans. Sec. Signature _____
_____
Date

Destination _____

Date _____

What curriculum is reinforced by this trip? Please list related Academic Content Standard and Grade Level indicators. If Academic Content Standards have not been published in your subject area please develop indicators that would appear on our Curriculum Map.

_____

_____

_____

_____

_____

_____

_____

What are the learning outcomes of this experience: (Please explain how activities involved will accomplish learning objectives for the standards/Indicators listed above.)

_____

_____

_____

_____

_____

_____

_____

How will learning be measured and evaluated?

_____

_____

_____

_____

_____

_____

_____

Bus No. _____ Driver: _____		Event/Route ____ Athletic _____ Field Trip _____		
	Seating Chrt.			
	Driver			
	Students		Students	
No. 1		No. 2		
3		4		
5		6		
7		8		
9		10		
11		12		
13		14		
15		16		
17		18		
19		20		
21		22		
23		24		
25		26		
27		28		

It is State Law that there is to be no eating or drinking on the bus while it is in motion, I acknowledge notice of this requirement and will enforce the rule with my students,

_____
Teacher/Coach

10/3/13