

# Field Trip Request

**COPY TO DISTRICT OFFICE AT LEAST 2 WEEKS PRIOR TO FIELD TRIP**

Date: \_\_\_\_\_ Teacher: \_\_\_\_\_ Organization: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Approximate number of students: \_\_\_\_\_

Campus Departure Time: \_\_\_\_\_ Campus Arrival time: \_\_\_\_\_

Cost per person: \_\_\_\_\_ Venue written quote/invoice: \_\_\_\_\_ (please attach)

**Approved by Student Council** YES NO Date: \_\_\_\_\_

**Student Council Officer:** \_\_\_\_\_

**Approved by Administration** YES NO Date: \_\_\_\_\_

**Administration Signature:** \_\_\_\_\_

## Initial and Date each step

	Date	Initial
<b>Venue has been contacted</b>	_____	_____
<b>Parents notified</b> (This includes all additional eligibility requirements)	_____	_____
<b>Permission slips sent home</b>	_____	_____
<b>Transportation request completed</b> (Minimum two (2) week prior to departure)	_____	_____
<b>Support teachers notified</b> (Related Arts/Special Ed/GATE/ELL)	_____	_____
<b>Arrangements made for students not going*</b>	_____	_____
<b>Permission slips verified with Roster(s)</b>	_____	_____
<b>Roster(s) turned into office</b>	_____	_____

\*Provide details of the arrangements for students not in attendance: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_