Field Trips

All forms must be completed at least 2 weeks prior to Field Trip.

All field trip requests should be completed within the 1st & 2nd quarter of the school year; if possible. At the end of the school year dates fill up quickly and your request may be denied.

- Email completed transportation request to the site principal 3 weeks before the event.
  - If approved by the principal, the principal will then forward to transportation to get approval for transportation.
  - Once the principal receives approval from transportation the principal will contact the person requesting field trip.

The person requesting the field trip will the continue with the following process:

- Venue has been contacted — Date:_____ Initial:_____
- Parents Notified — Date:_____ Initial:_____
- Permission Slips Sent Home — Date:_____ Initial:_____
- Support Teachers Notified (Related Arts, Special ED, ELL) — Date:_____ Initial:_____
- Inform front office and admin of arrangements for students not going — Date:_____ Initial:_____
- Provide front office roster of who and who is not attending field trip — Date:_____ Initial:_____
- Permission Slip Verified with Roster — Date:_____ Initial:_____
- Complete Student Council Field Trip Request form. — Date:_____ Initial:_____
  - Meeting minutes from student council must be attached to this form.
- Complete Purchase Order/Check Request (if needed)
  - Retrieve signatures of Student Council officer as well as principal
- Complete Field Trip Cafeteria Request – Need Cafeteria Supervisor Signature

Once complete turn in the following to site principals:

- This form with dates and initials
- Student Council Field Trip Request Form
- Purchase Order/Check Request
- Field Trip Cafeteria Request