Field Trip Request and Transportation Form

This form must be filled out ***in full*** and returned to the school office and Unit Office before any request for a field trip which takes place during the school day or leaves during the school day will be considered for approval. Please plan accordingly. You must fill out this form even if taking a van or vans. **You do not have to fill this out for athletic trips**.

Date of Trip _____Teacher or Supervisor _____

Destination of the Trip _____Mileage(If using van, roundtrip_____

Purpose of Trip and ***how it ties into your Curriculum***:

_____

_____

_____

_____

Students who are going

(List all who might go, then cross off those that do not go on day of trip and return this to your school office before you leave for attendance)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL # OF STUDENTS:_____

_____ _____

Principal's Signature of Approval *Unit Office Signature of Approval*

Please make two copies, one for you and one for the Unit office. You can take the attendance off your copy and turn it into the office BEFORE you leave.

Field Trip Request and Transportation Form

Complete reverse side ?

TOTAL # OF STUDENTS:_____

Principal's Signature of Approval

Unit Office Signature of Approval

Please make two copies, one for you and one for the Unit office. You can take the attendance off your copy and turn it into the office BEFORE you leave.