Wakefield-Marenisco School District
Field Trip Request Form
2012-2013

This request and required documents must be turned in at least 10 school days prior to the date of the requested field trip. Upon approval of the requested trip, this form will be copied and returned.

Staff Member: _______________________________ Date of Request: ________________________

Description of Field Trip:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Grade Level/Class/Students:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date and Time Leaving: ________________________________________________________________

Date and Time Returning to School: ______________________________________________________

Checklist:
1. Field Trip Request Complete and Submitted
2. Transportation Request Complete and Submitted (if needed)
3. Parent Permission Slip Attached
4. Chaperone List Provided to Administration
5. Medical Supplies / Emergency Information collected

Approval: YES NO

__________________________________________________ ______________________________
Administrator        Date