

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