

FIELD TRIP REQUEST FORM FOR STANDARD DAY TRIP

If space is not sufficient on this form, supporting information should be attached.

Day Trip: Leaving and returning to school on same day, no wilderness activities or areas visited (6.50.011 – AD Field Trips)

School _____ Trip required Optional Participating grade level (s) _____
(cannot charge student)

Destination _____

Departure date/time _____ Return time _____

Trip leader _____ Cell phone number _____

Activity planned _____

Educational objectives _____

Number of students making the trip _____

Ratio of adults to students _____

(Not less than 1:10 for elementary; 1:15 for middle school; 1:20 for high school)

Other teacher/staff names attending

Cell phone number

Accommodations necessary for students with special needs (wheelchair, other assistive devices – see online guidance document)

Type of transportation

Private vehicles: _____
coverage. Buses: _____

Attach sample front page of district's "Day Trip" parent permission form with this trip's information filled in.

The teacher submits this form to the principal for an approval signature ten (10) them days prior to the trip. This type of trip does not require approval beyond the school principal. The approved copy of this form must be kept at the school for one year.

Principal Signature _____

Date _____