

## FIELD TRIP REQUEST

A completed Field Trip Request is required for all school-sponsored activities away from the school where students are involved, to include athletic events involving overnight stay or out-of-state for a distance greater than 100 miles.

Superintendent approval is required for:

- Any overnight trip, including athletic events
- Any out-of-state trip of more than 100 miles from the school, including athletic events
- 10 school days prior to date of trip for requests requiring Superintendent approval

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Destination: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_

Amount Charged to Student: \_\_\_\_\_ Type of Transportation: \_\_\_\_\_

Transportation Funding Source:

School System     Local School Activity     Other \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

Substitute Teacher Required:     Yes     No

Funding Source: School System (check one)    Local School (check one)     Other (specify) \_\_\_\_\_

Federal Program \_\_\_\_\_

Staff Dev-Actv #2820

Individual (submit check)

System Staff Development

Other-Actv \_\_\_\_\_

Other (specify) \_\_\_\_\_

If this trip is not on the official list of proposed field trips, please supply the following information:

a. Destination: \_\_\_\_\_

b. Purpose (Educational benefits): \_\_\_\_\_

Proper documentation is on file at the school to verify:

- Proper insurance coverage and drivers' licenses on those individuals who will be driving vehicles transporting students.
- Signed statements from parents of each student indicating:
  - They are aware of the vehicle in which the child is being transported.
  - They are aware of the person who will be driving the vehicle in which their child is being transported.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Teacher

Nurse's signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Principal

Approved     Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent or Designee

Approved: November, 1975  
 Revised: December, 1988  
 Revised: August, 1992  
 Revised: September, 1993  
 Revised: January, 2001  
 Revised: June, 2004  
 Revised: August 12, 2008  
 Revised: August 9, 2017