

5.3.1F1 – Field Trip Request

School: _____ Date of Request: _____

Teacher Requesting Field Trip Approval: _____

Date of Field Trip: _____ Destination: _____

All Field Trip Requests are to be submitted to the appropriate party 15 days prior to the event.

Total Projected Costs:	
Budget Code:	
Transportation Plan:	
Description of Field Trip:	
Justification of Field Trip:	
Special Circumstances:	

Form must be submitted in conjunction with forms 1.8F1 and 1.8F2.

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent (or designee): _____ Date: _____

Approved by Board of Education 07/16/13

Amended by Board of Education 10/08/13