REQUEST FOR PERMISSION FOR ________________________________
School to take a Field Trip.

Group or Class ____________________________________________

Teacher __________________________________________________

Place to be visited _________________________________________

Purpose of visit/specific learning activities ________________________

________________________________________________________________________

Date(s) of visit ____________________ School time required ________________

Departure time ______________ Return time ______________

Number of Students ______________ Minimum number of chaperones required __________

Chaperones _______________________________________________________

________________________________________________________________________

Cost to students____________________________________________________

Type of transportation______________________________________________

Include itinerary and other details for overnight trips.

NOTE:
A. Students must be eligible to participate in extracurricular activities and be passing all subjects.

B. Include a list of students going on field trip with verification that students are eligible to participate on this field trip.

I have read Board Policy FM(LOCAL), Student Activities, and Standard Practice Memorandum 6602, Student Trips; Guidelines Regarding, pertaining to student trips. This trip will be conducted in accordance with established basic guidelines and any additional requirements developed at the individual school level.

Signed:_____________________________ Date:________________________
Sponsor
Signed:_____________________________ Date:________________________
Principal

APPROVAL:

Signed:_____________________________ Date:________________________
Immediate Supervisor
Signed_____________________________ Date:________________________
Superintendent (if required)