FIELD TRIP REQUEST FORM

BUILDING:	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
DATE SUBMITTED Teacher(s)			Grade(s)
# of Students Atte	ending Chaperones	Attending	
# of Substitutes N	eeded	# of Chaperones Attending	
Date(s) of Field T	rip	Destination	
Student Cost	What students may go o	on this trip? (ie. Grade 7, Journalism	, any students Gr. 11-12)
			O TRIP AT LEAST 1 WEEK PRIOR OVIDE AN UPDATED LIST TO
		ENTS THAT WANT TO ATTEN INE? Yes No If yes, pleas	D MAY NOT BE ALLOWED TO e explain below
ATTACH A CO	PY OF STUDENT PERMI	ISSION SLIP.	
MINIMUM OF	2 WEEKS PRIOR TO THI	FORMS MUST BE SUBMITTED E TRIP. IF THE TRIP NEEDS T IINIMUM OF 4 WEEKS PRIOR	TO BE APPROVED BY THE BOE,
ANY CHANGES THE SUPERING		ULD BE BROUGHT TO THE ATT	TENTION OF THE PRINCIPAL &
Reason for educ	ational field trip.		
	eld trip relate to your curri to the field trip to prepare	culum and NYS learning standar the students?	ds? What activity(ies) will be
What follow up	activities will be completed	after the experience?	

PLEASE ATTACH AN ITINERARY.

PAPERWORK ROUTING STEPS ******** PLEASE CHECK & INITIAL WHEN COMPLETED

Check	Initial	
		Do any of your students need any special accommodations (physical, medical, dietary, other)?
		Check sports schedule for conflicts.
		If over 100 miles, must have BOE approval one month prior to trip.
		Teacher checks with principal & master schedule for date/time. Pencils it on schedule.
		Teacher contacts bus garage & faxes copy of transportation form for their records.
		Teacher submits forms and forwards to Principal
		Principal signs forms and forwards to Superintendent.
		Superintendent signs forms and forwards back to originator.
		Business Administrator signs Transportation Request form and forwards to Head Bus Driver.
		Transportation Coordinator completes forms. Forwards copies to parties involved. (white-teacher, pink-Central Office, yellow-bus garage)
		Transportation Coordinator signs & dates Request for Field Trip Form and forwards to principal's office.
		If using an outside carrier for transportation, bus garage must be notified and an appointment for inspection must be made.
Principal's Approval & Date		& Date Superintendent's Approval & Date REVISED 6/8/11 JMB