

ORANGE COUNTY PUBLIC SCHOOLS

FIELD TRIP REQUEST FORM

SCHOOL YEAR 2007 – 2008

☐ Other

School and Organization Submitting request	Date submitted	Field Trip Sponsor and Staff Member Attending Field Trip, School number and Cell number
Field Trip Destination(s)	Departure date	Return date

Attach the following required documents along with this form for approval:

- ☐ Completed OCPS Field Trip Information Form

☐ Chaperones Approval Form
(Written confirmation that all chaperones have been approved by the OCPS ADDitions office, including school personnel and law enforcement officers.)

☐ Transportation:

☐ OCPS Buses ☐ Charter Bus approved as OCPS Vendor

☐ Personal Vehicle ☐ Rental Vehicle ☐ Air Carrier

☐ Copy of written communication to parents acknowledging the total cost of the field trip as well as refund penalties for withdrawing from the trip.

☐ Names of students

☐ If Out of County, Out of State and overnight stay:

 - ☐ Itinerary
 - ☐ Lodging Plan with phone number and address
 - ☐ Room Assignments

Note: For international and out of state: Field trip must be approved by Area Superintendent prior to notifying students, parents, chaperones or community of the trip.

Submit paperwork to the Principal or designee for Area Superintendent approval not less than 30 days in advance of anticipated field trip.

Out-of-State Field Trip is to be approved at least 30 days prior to the field trip.

Area Superintendent is to review and approve all field trips that involve an overnight stay.

Date _____

DO NOT WRITE IN SPACE BELOW:

Notes:

Date

NOTE: This form needs to be resubmitted if any changes are made after approval.