

Request for School Field Trip

McPherson Unified School District policy permits the use of community resources for effective instruction. Thoughtful planning is necessary to maximize the educational benefits of a field trip activity. Teachers shall plan with the building principal or supervisor to prepare for a field trip.

School-sponsored field trips shall ordinarily be made by bus, school vehicles, or contracted vehicles. A Request for Transportation should be sent to the business office if transportation is necessary. Exceptions to the ordinary transportation must be approved by the building principal or supervisor.

Date of request _____

Teacher/sponsor _____

School _____ Class or grade _____

Date(s) of field trip _____ Departure time _____

Destination _____

Educational objective _____

Type of transportation¹ _____

Approved _____ Disapproved _____

Building Administrator

Date

Approved _____ Disapproved _____

Superintendent²

Date

~~~~~

<sup>1</sup>Sponsor must complete Transportation Request form.

<sup>2</sup>Required for field trips over 75 miles from McPherson.