

Field Trip Request

Before a field trip will be approved the following form must be completed and signed by the building principal, executive director of instruction and transportation administrator. Please confirm that this date does not conflict with any district testing dates (ITBS, OAA, OGT, DIBELS, etc.).

Submitted by: _____ Date submitted: _____

Building and grade level: _____

Destination: _____

When (date; time leaving and returning): _____

Number of students attending and buses needed: _____

Cost (include transportation, registration, etc.) _____

Will parents be permitted to go? If so, how many? _____

1. Specifically what subject(s) and standards will be supported by this field trip are:

2. Specifically what will students gain by participating in this field trip that they would not otherwise learn?

3. Specifically what has been taught to prepare students for the field trip?

4. Specifically what will students be expected to learn while on the field trip?

5. Specifically what will you be doing in your classroom to follow-up with this field trip experience?

Complete, print and submit to the Executive Director of Instruction. It will then be forwarded to the Transportation Department. You will receive a copy of the form when all departments have approval signatures. This request must be submitted for approval at least 3 weeks prior to the date of field trip.

Principal signature for approval

Executive Director of Instruction signature

Transportation administrator signature