

FIELD TRIP REQUEST FORM

Teacher _____ School/Class _____

Trip Date _____ Departure Time _____ Return Time _____

Destination _____

Number of Students _____ Number of Staff/Chaperones _____

Substitute Teacher Needed Yes No Time Substitute(s) Needed _____

Substitute Requested _____ Substitute Funding Source (ASN) _____

Purpose of Trip _____

Course of Study _____

Specific Learning Objectives to be Accomplished _____

_____Student Behaviors that will Confirm Achievement of the Learning Objective _____

_____Course Objectives Related to the Learning Objectives _____

_____Pre-Trip Lessons/Activities to be Done in the Classroom _____

_____Post Trip Activities/Lessons to Reinforce/Extend Learning _____

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Teacher Signature _____ Date _____

Field Trip ApprovalTrip Approved: Yes No Principal _____ Date _____Trip Approved: Yes No Director of Instruction _____ Date _____

(See Second Page for Transportation Information)

Original: Instruction Office

Copies: Transportation Office _____ Building Administrator _____ Switchboard _____

TRANSPORTATION DEPARTMENT

(To be completed by the originator of the filed trip)

Date of Trip _____ Destination _____

Departure Time _____ Return Arrival Time _____ Number of Buses _____

Departure Location _____

Bus Funding Source Self Funded (Describe Source and/or ASN) _____
 District Funded

Trip Confirmation

This trip has been approved and scheduled. Drivers assigned are:

Bus Driver Report

This is to certify that the above trip was made and to request payment under the Board of Education policies.

Bus Driver Name _____ Date _____ Bus # _____

Start time _____ Return time _____ Total time of trip _____

Speedometer reading at start of trip _____ End of trip _____

Total miles traveled on this trip _____ Total gallons of gas used _____

Remarks _____

Driver's Signature _____

Distribution:

1 - Each bus

1 - Transportation Director

1 - Originator after assignment of buses

Field Trip No: _____