Davidson County Schools

School Activity/Trip Plan Information

Preliminary School-Sanctioned Activity/Trip Request Form & applicable trip itinerary must be attached.

Principal Approval Date: _____/_____/_____

Primary Teacher Responsible: _____

Date(s) of Trip: Beginning _____/_____/_____ Ending: _____/_____/_____

Destination: _____

Overnight Accommodations:

Lodging Provider: _____

Address: _____

_____

Telephone: _____ Cost Per Student: $_____

List Sponsors and Chaperones with cell phone numbers below.

	Sponsor/Chaperone	*Cell Number*
1.		
2.		
3.		
4.		
5.		
6.		

	Sponsor/Chaperone	*Cell Number*
7.		
8.		
9.		
10.		
11.		
12.		

Mode of Transportation: Circle One DCS Activity Bus Commercial Carrier

Commercial Carrier Information

Carrier Name: _____

Carrier Telephone(s): (_____) _____

Is Carrier insurance certificate on file? (circle one) Yes No

Permission slips for all student participants ***MUST*** be attached to this form.

As the primary teacher responsible for this school-sponsored trip, I am familiar with Davidson County Schools Board of Education requirements for school-sponsored trips; I certify that all participating students and parents have been informed of these requirements.

_____ _____/_____/_____

Sponsor Signature Date

Administrative Approval:

_____ _____/_____/_____

Principal Signature/Approval Date

For all field trips requiring commercial carriers, principal approved forms must be sent to the Executive Director of Auxiliary Services 30 days prior to the activity or trip.

For overnight or out-of-state trips, principal-approved forms must be sent to Superintendent, Dr. Lory Morrow 30 days prior to the activity or trip.

_____ _____/_____/_____

Dr. Lory Morrow, Superintendent Signature/Approval

Date