

NEW KENSINGTON-ARNOLD SCHOOL DISTRICT  
Valley High School/Valley Middle School/Elementary Schools

**REQUEST FOR FIELD TRIP AND FIELD TRIP BUSES**  
**7 DAY ADVANCE NOTICE NEEDED**

Name of Group/Teacher desiring field trip \_\_\_\_\_

Sponsor/Sponsors \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Number of Buses needed: \_\_\_\_\_

Time to leave building: \_\_\_\_\_ Time to return: \_\_\_\_\_

Destination and Address : \_\_\_\_\_

Pick up location \_\_\_\_\_

**NAME & ADDRESS IF SOMEONE OTHER THAN NKASD IS PAYING FOR THE TRANSPORTATION:**

\_\_\_\_\_

Number of students involved \_\_\_\_\_ (Names must be listed on eligibility form in alphabetical order and distributed to all teachers prior to field trip). Attendance Office must have permit slips signed by parents. Students must have the Teacher Approval Form signed and returned to the Attendance Office.

Names of teachers/sponsors attending with students \_\_\_\_\_

Will our student participate? Yes No If yes, explain under comments below.

Cost per student \_\_\_\_\_

Will it be necessary to have class coverage for the teacher? Yes No

If yes, for which periods? \_\_\_\_\_ **YOU MUST ARRANGE FOR A SUB!!!**

What periods will students miss? \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

APPROVED \_\_\_\_\_ Date \_\_\_\_\_

Building Principal

PO# \_\_\_\_\_ School \_\_\_\_\_

(PURCHASE ORDER # REQUIRED)

**THIS FORM MUST BE APPROVED BY BUILDING PRINCIPAL.**  
**ALL FIELD TRIP BUSES ARE ORDERED BY SUSIE FEBBRAIO**  
**IF YOU NEED PRICING, YOU MUST CALL ROENIGKS AT 724-353-1515**  
Revised 11/4/14

Revised 11/30/10