

# FIELD TRIP AUTHORIZATION REQUEST

(To be submitted to building principal)

Request submitted by \_\_\_\_\_ Grade \_\_\_\_\_  
*Teacher*

Name of Field Trip \_\_\_\_\_ Date of Trip \_\_\_\_\_

Location (or address) \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_ Number to Transport \_\_\_\_\_

Type of Transportation  District Vehicle  Private Vehicle (Parent of  
 Public Transportation transported student only)

Staff Mobile Contact Info./Number: \_\_\_\_\_

Field trip correlates with what unit or subject: \_\_\_\_\_

Field trip correlates with which EALR's: \_\_\_\_\_

Reason(s) for requesting trip?

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List the specific objectives desired to be gained for students from this trip:

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Authorization Granted

Authorization Denied

Principal's Signature \_\_\_\_\_

The above form should be secured from your principal, completed, and returned for his/her approval.