

TRIP REQUEST FORM

The following information must be filled in prior to field trips. There may need to be a student charge, to be determined by the superintendent.

Today's Date _____ would like

permission to attend _____ on _____
Teacher's Name
Field Trip, Meeting, Conference, Workshop, etc. Date of Trip

Class or Grade or Group _____ Student Charge _____

Destination _____

Estimated Time of Departure _____ Estimated Time of Return _____

Number Attending _____ Number of Buses Needed _____

Substitute Teacher or Other Paid Personnel Required _____

Educational Value of Trip _____

For small groups, the complete list of students must be listed on back.

FOR OFFICE USE ONLY:

Miles x Cost/Mile _____
Driver Waiting Cost _____
Substitute Teacher Cost _____
Other Costs _____
Total Cost _____

_____ Superintendent Approval _____ Superintendent Denial
Date Date

Copy to: _____Teacher _____Principal _____Office _____Bus