

Field Trip Request Form

(Submit 3 Weeks Prior to Trip Date)

Trip Name: Click here to enter text	Grade(s) Click here to enter text.
School Name: Click here to enter text.	
Activity: Click here to enter text.	

Account Billing/Budget Code: Click here to enter text.

Overnight Trip (Requires Board Action)

Depart Date: Click here to enter a date.	Time: Click here to enter text.
Return Date: Click here to enter a date.	Time: Click here to enter text.
Destination: Click here to enter text.	
Contact: Click here to enter text.	
Notes: Click here to enter text.	

(Example: lunch stop, special equipment, add'l stops, etc.)

Destination Address

Street: Click here to enter text.		
City: Click here to enter text.	State: Click here to enter text.	Zip: Click here to enter text.

Departure

Depart from School (Location): Click here to enter text.
Notes/Directions: Click here to enter text.

Trip Details

District Bus Charter Bus Other

Number of Students: Click here to enter text.	Number of Adults: Click here to enter text.
Number of Wheel Chairs: Click here to enter text.	Number of Vehicles: Click here to enter text.
Estimated Miles: Click here to enter text.	Add'l Costs (subs, regis, etc.): \$ Click here to enter text.
Estimated Hours: Click here to enter text.	Estimated Total cost to District: \$ Click here to enter text.
Names of Chaperones: Click here to enter text.	
Type of educational activity students will participate in: Click here to enter text.	

Date of Request: Click here to enter a date.	Date: _____ Approved ___ Disapproved
Teacher Signature:	Building Principal Signature:

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1. All **Field Trip Request Forms** must be submitted to your Principal's office at least **THREE** weeks prior to the date of the trip. Overnight trips for students must be Board approved and will require additional time.
2. Use current school-year rates when completing the section "Estimated Cost." Complete the areas for "Account/Billing/Budget Code." If this information is not known, seek assistance through your Principal's office.

Current Rates	
Hourly Rate:	\$ 41.27
Mileage:	\$ 1.06 /mile
Substitute	\$150.00 per day

3. Submit clear and accurate directions to the trip's destination(s).
4. Obtain Administrative approval for meal stops.
5. Confirm your trip's approval ONE week prior to the date of the trip. Verify this information through Transfinder and/or your Principal's office first. If unable to obtain confirmation, contact the office of the Assistant Superintendent for Curriculum and Instruction (Ext. 10131).
6. Submit a list of students attending the trip along with phone numbers, homeroom numbers, and chaperone names to your Principal's office and Attendance office prior to the trip.
7. Provide the driver with a roster of students and chaperones prior to departure.
8. Complete ALL sections of this form (including *Signature* and *Date of Request*) in a NEAT and LEGIBLE manner.