

Field Trip/Retreat Approval Form

Teacher Request For Field Trip (Please submit no later than 2 weeks before the event.)

Teacher(s): _____ Grade(s)/Course _____

Today's Date: _____ Date of Proposed Trip: _____ Alternative Trip Date (if applicable): _____

Destination/Description of Activity: _____

Destination Contact Person: _____ Phone: (____) _____

Objectives: (Briefly state the purpose of this trip and what you hope to accomplish.) _____

Class preparations for this trip: _____

Classroom follow-up, if any: _____

Trip Timing: Departure _____ Destination Arrival _____ Time on Site _____ Arrival back to school _____

How many will attend? Teacher(s) _____ Chaperones _____ Students _____

What provisions have been made for students unable to go on the trip? _____

Approximate round-trip mileage: _____ Transportation will be by: bus _____ parent vehicles _____

Trip expenses: (Include fees, meals, transportation costs)

Total \$ _____ divided by # of students = \$ _____ approximate cost per student

If this trip request is approved, I understand that written permission from all parents concerned must be obtained for children to participate. No changes in the destination or date will be made without contacting the principal's office first and securing his/her approval. I will report any damage, accident, or disciplinary infraction to the principal immediately upon returning to the school.

Teacher's Signature: _____

Date: _____

School Administration Response

_____ Approved _____ Disapproved

_____ Request further information. Please clarify: _____

Principal's Signature: _____

Date: _____

Reminder: If the trip is approved, be sure that it is listed on the school's master calendar and that any needed school-owned vehicles are properly reserved for the departure date. Please let all related teachers (music, art, foreign language, library, P.E., etc.) know if you will not be here on the field trip date. A list of high school students and the periods they will miss at school must be posted on the faculty bulletin board and given to the Attendance Secretary at least a week prior to departure.