

**NOTE:** A *FIELD TRIP WAIVER* form must be completed by each student and attached to this Field Trip Request Form.

This form, which is to be used for all field trips, must be presented in duplicate to the Principal TEN DAYS prior to the date of the trip. Final, definite plans for the trip should not be made with the class until a signed copy of the request has been returned to you.

Approval/disapproval is based upon the teacher's intended **educational objectives**. Field trips are to be taken at the same time and date as the scheduled class or in lieu of a class, **not** in addition to the class.

**STUDENTS ARE NOT TO MEET AND CARPOOL FROM THE SCHOOL SITE.**

Please be specific as to the details of the field trip so that students who did not get the word can be advised by the office how they can meet you on their own.

CLASS TITLE: \_\_\_\_\_

TEACHER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

FIELD TRIP TO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

NOTE: If available, attach a map.

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ TIME SPAN: \_\_\_\_\_

CHECK ONE:         This is during regular class time.  
                       This is at a different time, but replaces class dated \_\_\_\_\_.

Will you leave from class location?

Yes  
 No, we will meet at \_\_\_\_\_

**EDUCATIONAL OBJECTIVES TO BE MET BY THIS FIELD TRIP:** Please list the performance objectives that are related to this field trip by indicating the corresponding objectives as they appear on your current course outline. It is your responsibility to review these objectives with your students after receiving approval for this field trip.

Other important information: \_\_\_\_\_

Date of request: \_\_\_\_\_ Approved: \_\_\_\_\_  
(Indicate date submitted) (Principal)