

FIELD TRIP REQUEST

This form is to be submitted at least one week in advance for all field trips which require the scheduling of a driver or the renting of a bus. Staff must obtain permission for all field trips even though instructors are driving.

Date of Trip: _____

Destination: _____

Departure Time: _____ From Where: _____

Return Time: _____

Where will you meet the bus? _____

Have you contacted the sending schools indicating who is and is not participating?

Yes _____ No _____

Have you made arrangements for all students to meet the bus and for transportation to sending schools?

Yes _____ No _____

Purpose: _____

Trip requested by: _____

Program: _____
(Attach list of students going on the trip)

Approved: _____ Date: _____
Career/Technical Director