FIELD TRIP REQUEST FORM

BUILDING: **ELEMENTARY**   **HIGH SCHOOL**

DATE SUBMITTED_____   **Teacher(s)_____**   **Grade(s)_____**

# of Students Attending _____   **Chaperones Attending _____**

# of Substitutes Needed _____   **# of Chaperones Attending _____**

Date(s) of Field Trip _____   **Destination_____**

Student Cost _____   **What students may go on this trip? (ie. Grade 7, Journalism, any students Gr. 11-12) _____**

THE ES/HS NEEDS A ROSTER OF STUDENTS ATTENDING FIELD TRIP AT LEAST 1 WEEK PRIOR TO TRIP. VERIFY ATTENDANCE THE DAY OF FIELD TRIP AND PROVIDE AN UPDATED LIST TO THE OFFICE.

IS THERE A POSSIBLITY THAT STUDENTS THAT WANT TO ATTEND MAY NOT BE ALLOWED TO FOR REASONS OTHER THAN DISCIPLINE? __ Yes __ No   If yes, please explain below
_____
_____
_____

ATTACH A COPY OF STUDENT PERMISSION SLIP.

FIELD TRIP AND TRANSPORTATION FORMS MUST BE SUBMITTED TO THE PRINCIPAL A MINIMUM OF 2 WEEKS PRIOR TO THE TRIP. IF THE TRIP NEEDS TO BE APPROVED BY THE BOE, THE FORM MUST BE SUBMITTED A MINIMUM OF 4 WEEKS PRIOR TO THE TRIP.

ANY CHANGES TO THESE PLANS SHOULD BE BROUGHT TO THE ATTENTION OF THE PRINCIPAL & THE SUPERINTENDENT.

Reason for educational field trip.
_____
_____
_____
_____

How does this field trip relate to your curriculum and NYS learning standards? What activity(ies) will be completed prior to the field trip to prepare the students?
_____
_____
_____
_____

What follow up activities will be completed after the experience?
_____
_____
_____
_____

PLEASE ATTACH AN ITINERARY.

PAPERWORK ROUTING STEPS ********* PLEASE CHECK & INITIAL WHEN COMPLETED**

Check   **Initial**

_____   _____   **Do any of your students need any special accommodations (physical, medical, dietary, other)?**

_____   _____   **Check sports schedule for conflicts.**

_____   _____   **If over 100 miles, must have BOE approval one month prior to trip.**

_____   _____   **Teacher checks with principal & master schedule for date/time. Pencils it on schedule.**

_____   _____   **Teacher contacts bus garage & faxes copy of transportation form for their records.**

_____   _____   **Teacher submits forms and forwards to Principal**

_____   _____   **Principal signs forms and forwards to Superintendent.**

_____   _____   **Superintendent signs forms and forwards back to originator.**

_____   _____   **Business Official signs Transportation Request form and forwards to Transportation.**

_____   _____   **Transportation Coordinator completes forms. Forwards copies to parties involved. (white-teacher, pink-Central Office, yellow-bus garage)**

_____   _____   **Transportation Coordinator signs & dates Request for Field Trip Form and forwards to principal's office.**

_____   _____   **If using an outside carrier for transportation, bus garage must be notified and an appointment for inspection must be made.**

_____   _____

Principal's Approval & Date   **Superintendent's Approval & Date**   **REVISED**