



By Bus

# FIELD TRIP REQUEST FORM



By Foot



Teacher Making Request: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

Will a school bus be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Departure Site: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Arrival Time at Destination: \_\_\_\_\_

Approximate Return Time from Field Trip: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Name of ***Every*** Employee Participating as a Supervisor on the Field Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of **Parent(s)** and/or **Community People** Participating in the Field Trip:

\_\_\_\_\_  
\_\_\_\_\_

This Field Trip is an Education Enrichment Activity Related to what Subject Area(s):

\_\_\_\_\_  
\_\_\_\_\_

Purpose for the Field Trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Goal(s) to be Achieved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_