

Claude Independent School District Instructional Field Trip Request Form

No student shall be excluded from the opportunity to participate in instructional field trips unless a parent or guardian denies permission for the student to participate.

All field trip request forms must be in the principal's office at least **two (2) weeks** before the trip is scheduled. If approved, prior to departure, the following information must be completed. 1) Parent permission forms; 2) Transportation request form ; 3) Student Absence from Class form 4) Requisitions for any necessary costs.

School: _____ Teacher/Sponsor: _____

Date of Trip: _____ Destination: _____

Expected # of students: _____ Expected # of adults: _____

Time of Departure: _____ Time of Return: _____

Mode of Transportation: _____

Estimated cost of trip: _____

Instructional Objective of Field Trip: _____

Related/Extended Instructional Activities _____

VARIANCE FROM THE APPROVED FIELD TRIP COULD LEAD TO DISCIPLINARY ACTION OF THE SPONSOR AND EVEN DISMISSAL.

Verification by Appropriate Administrator – *Reviewed and Approved:*

Date

Principal