

**Field Trips, Excursions, and Contest
(Teacher-Sponsor Request Form)**

Teacher/Sponsor _____

Class, Organization or Team _____

Date of Trip _____ Number of Students Taking Trip _____

Time of Trip: Leave School _____ Return to School _____

Destination _____

Purpose of Trip _____

Itinerary (if applicable) _____

Transportation arrangements: # of buses _____ Other _____ None _____

If none, what transportation arrangements have been made?

Is a substitute needed? Yes No

Names of parents or other adults going on trip:

Attach a list of the names of the students going on the trip. If more than one bus is used, list students and sponsors assigned to each bus.

NOTE: Requests are to be submitted with all entries completed as soon as possible prior to the trip.

Office Action

Approval _____

(Building Principal's Signature)

Bus board permits to be issued? Yes No

Name of substitute, if used _____