

### Off Campus/Field Trip Request From

I am requesting to take the following student(s) off campus: Please put an asterisk by any student who does not ride a regular scheduled bus route. (Use the back side of this form if additional space is needed or attach a list of students participating on field trip.)


The date of the trip is :\_\_\_\_\_.

#### PARENT KNOWLEDGE OF TRIP

I have parent permission\_\_\_\_\_or I have sent notice of the outing to the parents\_\_\_\_\_.

#### TRANSPORTATION

I will be using my vehicle and understand that my insurance is liable if an accident should occur\_\_\_\_\_.

I will need bus transportation\_\_\_\_\_.

How many buses are needed? \_\_\_\_\_.

What time will you be leaving school? \_\_\_\_\_

What time will you return? \_\_\_\_\_.

Where will you be going? \_\_\_\_\_

#### JUSTIFICATION:

Describe how this off-campus /field trip ties into what you have been studying and how this setting is an extension of the classroom.

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List your trip objectives.

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Date\_\_\_\_\_

Teacher\_\_\_\_\_

Approved\_\_\_\_\_

Principal's signature/date\_\_\_\_\_

Not Approved\_\_\_\_\_

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