

FIELD TRIP OR ACTIVITY REQUEST FORM

Instructions:

Check with building principal about date(s) prior to making any arrangements.

File this form with your building principal at least one week in advance.

Date of Request: _____

Date of Field Trip or Activity: _____

Class or Organization: _____

Number of Students Involved: _____

Destination or Location of Activity _____

Will a substitute teacher be needed: _____

Explanation of the activity/tentative schedule. **(List educational objectives if this is a field trip).**

Signatures of Sponsor who be responsible _____

Principal _____

******If transportation is needed, also file a bus request form with the principal at least one week in advance. ******