Educational Field Trip Approval Form

School: _______________________________ Teacher: _______________________________

Date of Trip: _________________________ Grade: ___________ # of Students: ______

Departure Time: ______________________ Return Time: _________________________

Destination: __________________________ Address: __________________________

Phone Number: _______________________

Purpose: ______________________________

Method of Transportation: □ School Bus    □ City Bus

□ Other, Please Specify: _______________________

Chaperones: A minimum of one chaperone to every fifteen (15) students is required. (One in ten is recommended for elementary schools.) Only students enrolled in this school in the above grade or group may participate. List chaperones below:

_____________________________________________________________________

_____________________________________________________________________

Number of school-packed lunches required: ____________

Date school food service notified: ____________

Notification must be at least 15 work days prior to date of trip.

Principal’s Disposition: □ Approved    □ Denied

_____________________________________________________________________

Principal Signature: ______________________ Date: ____________

This form must be submitted to the principal at least five work days prior to the date of the trip. Attendance will be verified on the day of a field trip prior to departure. PLEASE NOTIFY ESE TEACHERS AND SPECIAL PERSONNEL if students will be absent from their classes.