



### EDUCATIONAL FIELD TRIP REQUEST APPLICATION

Name of the Group: \_\_\_\_\_ No. of Students: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Destination: \_\_\_\_\_  
Location Street Address

Date of Event: \_\_\_\_\_ Time Depart: \_\_\_\_\_ Time Return: \_\_\_\_\_

Purpose: Describe the educational values to be gained by the student from this trip

\_\_\_\_\_  
\_\_\_\_\_

Teacher(s) responsible for supervision: \_\_\_\_\_

*\*Per district policy, there should be one chaperone per 15 students.*

\_\_\_\_\_  
\_\_\_\_\_

Will coverage for classes left behind be needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, which periods? \_\_\_\_\_

- A. If an all-day substitute is needed, it is the responsibility of the teacher to make arrangements on AESOP and prepare an activity or lesson plan for the substitute.
- B. If period sub(s) are needed please contact the Office of Instruction. It is the responsibility of the teacher to prepare an activity or lesson plan for the substitute.

Will the field trip occur between 7:00am – 3:00pm on school days? Yes \_\_\_\_\_ No \_\_\_\_\_

- A. If yes, then teacher/sponsor/adviser must provide a list of students attending to the Office of Instruction three (3) days in advance.
- B. Each student must turn in a signed permission slip to the Activities Office

#### Transportation

- A. School Bus: Yes \_\_\_\_\_ No \_\_\_\_\_ Number of Buses Needed: \_\_\_\_\_ Note: Bus requisition required.
- B. District Approved Private Auto: Yes \_\_\_\_\_ No \_\_\_\_\_ For All students \_\_\_\_\_ For Some students \_\_\_\_\_
- C. Names of District Approved Drivers of Private Autos:

\_\_\_\_\_  
\_\_\_\_\_

- D. Students will arrive at and leave destination on their own. Yes \_\_\_\_\_ No \_\_\_\_\_  
(Please see individual student field trip form.)

#### Signatures

_____ Teacher / Sponsor/ Adviser (Signature over PRINTED Name)	_____ Date	_____ Department Chair (Signature over PRINTED Name)	_____ Date
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#### Approvals

_____ APA Signature: Approval for Drivers	_____ Date	_____ API Signature Approval	_____ Date
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