

FIELD TRIP REQUEST

TEACHER

GRADE

DESTINATION

DATE OF EVENT

DEPARTURE TIME

RETURN TIME

COST PER STUDENT / ADULT

REQUIRED ATTIRE

This Field Trip is requested to correspond with: (please list curriculum topic)

I have arranged for the following parents to provide transportation, for my class, to and from this event:

(Parent's Name)

(Type of Vehicle)

(# seat belts)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please make check payable to:)

(Total Amount)

(Teachers Signature)

(Date Submitted)

(Administrative Signature)

(Date of Authorization)

This form **MUST** be completed and submitted for authorization two weeks prior to event date.