

# FIELD TRIP REQUEST FORM

Teacher/Requester: \_\_\_\_\_ School/Class: \_\_\_\_\_

Request Date: \_\_\_\_\_ Trip Date: \_\_\_\_\_ Destination: \_\_\_\_\_

# of Students: \_\_\_\_\_ # of Teachers/Aides: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Specific Learning Objectives to be accomplished:

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

Student Behaviors that will Confirm Achievement of the Learning Objectives:

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

Course Objectives Related to the Learning Objectives:

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

Pre-Trip Lessons/Activities to be done in the classroom:

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

Post Trip Activities/Lessons to reinforce/extend learning:

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

I have utilized the guidelines in 2340A to plan, conduct and evaluate the trip and upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the checklist for trips (2340 F3).

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_ Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PLEASE FILL OUT INFORMATION ON REVERSE SIDE REGARDING YOUR TRIP\***

**Transportation Information**

(To be completed by the originator of the field trip)

Trip Date: \_\_\_\_\_ Destination: \_\_\_\_\_

Depart Time: \_\_\_\_\_ AM / PM Approx. Return Time: \_\_\_\_\_ AM / PM

# of Buses Requested: \_\_\_\_\_ (All trips must return no later than 2:30pm due to limited number of drivers)

Where are the buses to load / unloaded: \_\_\_\_\_ (ex: front door, etc.)

Please indicate the number of the following required:

Seatbelts: \_\_\_\_\_ Star Seats: \_\_\_\_\_ Wheelchairs: \_\_\_\_\_

Will this be a shuttle? Yes / No If Yes, please indicate the drop off / pick up times:

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

Please indicate if any other equipment will be taken on this trip such as coolers, tents, etc.

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

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Approved/Scheduled by Transportation: \_\_\_\_\_ Denied by Transportation: \_\_\_\_\_

Transportation Signature: \_\_\_\_\_ Date: \_\_\_\_\_