

FIELD TRIP/TRANSPORTATION REQUEST FORM

Today's Date: Field Trip Date:
Teacher: Leave Time:
Class or Group: Return Time:
Substitute Teacher Needed? Yes (In REDROVER) No
What Periods? (Circle) 1 2 3 4 5 6 7
School Bus X School Car School Van Mini Van (7) Big Van (10) including driver
of People to Ride:
Destination: # Miles one way
Educational Significance of the trip:
Follow Up Plans For After The Trip:
Trip Itinerary Letter to Parent Permission Slips
Signature of Person Making The Request:
Principal: Date:
Superintendent: Date:
 Transportation Kitchen Nurse District Calendar

Procedures for filling out request: To be completed 3 weeks (or more) prior to event

- 1. Fill out form completely
- 2. Attach detailed Itinerary
- 3. Attach the letter being sent home to parents explaining the trip with permission slip.
- 4. Give to office for Principal's/Admin's Signature
- 5. Superintendent Approval

6. Event on District Calendar - staff requesting the trip will be included in the calendar invite. (This means your field trip has been approved.)

7. Proceed with Parent letter/Permission slips home

8. Notify kitchen staff and the nurse that you are going on a field trip. (provide a list of students that will potentially be attending to the nurse)

9. One week prior to your field trip, notify kitchen staff the number of school lunches you will need.

10. Notify the school nurse who will be attending.

11. Day of trip; pick up lunches from the Elementary cafeteria, get first aid kit and any medications you will need from the school nurse, and give a list of students attending the field trip to the office.