

REQUEST FOR EDUCATIONAL FIELD TRIP

At least **four** weeks before the proposed day of any field trip the teacher shall supply the following information to the principal in duplicate.

Grade _____ School _____ Date _____

Trip _____

Date of Trip _____ Estimated Miles _____

Departure Time _____ Return by _____

Number of Pupils _____ Adults _____

Teacher _____

Number of Buses _____

Number of Chaperones _____

Cost to Student: _____

Educational Objectives:

Approved: _____ Date: _____
Principal

Approved: _____ Date: _____
Assistant Superintendent

- Does Require School Board Approval* Date: _____
- Does Not Require School Board Approval

See Policy IJOA - "Any overnight or out-of-state field trips.."*