

FIELD TRIP REQUEST FORM (Form 2340 F1)

(Request should be submitted for approval **at least 2-weeks prior** to the date of trip)

Teacher:		School/Class:	
Request Date:	Trip Date:	Destination:	
Number of Students:		Number of Staff/Chaperones:	
Purpose of Trip:			

Specific Learning Objectives to be Accomplished:
Pre-Trip Lessons/Activities:
Post-Trip Lessons/Activities:

FIELD TRIP APPROVAL		
<input type="checkbox"/> Trip Approved: <input type="checkbox"/> Trip Disapproved	Principal Signature:	Date:
<input type="checkbox"/> Trip Approved: <input type="checkbox"/> Trip Disapproved	Superintendent Signature:	Date:
Does this field trip require School Board approval? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Has notice of this field trip been forwarded to the Transportation Department? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If the field trip is not able to return to the district by 2:30 p.m., district school busses cannot be used and alternative transportation must be arranged		