



DR. J. DARRELL COOPER
SUPERINTENDENT

ALEXANDER CITY BOARD OF EDUCATION FIELD TRIP REQUEST FORM

Revised: 10/23/17

SUBMISSION DATE: _____

- This form is to be used only for overnight or out-of-state field trips. All other field trips should be submitted in *SchoolDude*.
- This request should be submitted to the Central Office no later than one month prior to the trip.
- Travel to and from any school-related activity should be on a school bus or approved charter bus service.
- No student should be transported in personal vehicles, unless the student is transported by their own parent/guardian.

ACTIVITY GROUP: _____

EVENT: _____

DESTINATION: _____

DEPARTURE DATE/TIME: _____ RETURN DATE/TIME: _____

SCHOOL: _____

TEACHER/COACH/SPONSOR: _____

GRADE/SUBJECT: _____

APPROXIMATE NUMBER OF STUDENTS: _____

NUMBER OF BUSES NEEDED: _____

CHAPERONE/STUDENT RATIO: _____

TOTAL APPROXIMATE TRIP COST: _____

FUNDING SOURCE: _____

STUDENT'S COST (IF APPLICABLE): _____

TRANSPORTATION IF OTHER THAN SCHOOL BUS: _____ (Attach related contract/information)

EDUCATIONAL PURPOSE (if applicable): _____

TEACHER/COACH/SPONSOR SIGNATURE DATE

PRINCIPAL'S APPROVAL/SIGNATURE DATE

SUPERINTENDENT'S SIGNATURE DATE

DATE OF BOARD'S APPROVAL