

**FIELD TRIP APPROVAL**

\_\_\_\_\_ of \_\_\_\_\_  
(Teacher's Name/s) (Name of School)

would like to take the \_\_\_\_\_ class(es) to \_\_\_\_\_

\_\_\_\_\_ located in \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

The educational purpose of the field trip is: \_\_\_\_\_

Please list any other planned stops: \_\_\_\_\_

Please mark means of transportation for trip:

\_\_\_\_\_ District Van \_\_\_\_\_ District Bus \_\_\_\_\_ Charter Bus Other: \_\_\_\_\_  
(Specify)

**Proposed Agenda**

Date of Trip: \_\_\_\_\_ Depart From: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Estimated Return Time: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

<b><i>Out-of-State Travel Approval by Board of Trustees</i></b>	
_____ Approved	_____ Not Approved
Date of Board Meeting: _____	