Alachua County Public Schools

Curriculum Division

Educational Field Trip Approval Form

School:_____ Teacher:_____

Date of Trip:_____ Grade:_____ # of Students:_____

Departure Time:_____ Return Time:_____

Destination:_____

Address:_____

Phone Number:_____

Purpose:_____

_____

Method of Transportation: ☐ School Bus ☐ City Bus

☐ Other, Please Specify:_____

Chaperones: A minimum of one chaperone to every fifteen (15) students is required. (One in ten is recommended for elementary schools.) Only students enrolled in this school in the above grade or group may participate. List chaperones below:

_____

_____

_____

School Lunches: ***Notification must be at least 15 work days prior to date of trip.***

Number of school-packed lunches required: _____

Date school food service notified: _____

Principal's Disposition: ☐ Approved ☐ Denied

_____ _____

Principal Signature: *Date:*

This form must be submitted to the principal at least five work days prior to the date of the trip. Attendance will be verified on the day of a field trip prior to departure. PLEASE NOTIFY ESE TEACHERS AND SPECIAL PERSONNEL if students will be absent from their classes.