

### Educational Field Trip Approval Form

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Grade: \_\_\_\_\_ # of Students: \_\_\_\_\_

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

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

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Method of Transportation:     School Bus             City Bus  
    Other, Please Specify: \_\_\_\_\_

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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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Number of school-packed lunches required: \_\_\_\_\_

Date school food service notified: \_\_\_\_\_

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

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Principal's Disposition:     Approved             Denied

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*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.