

**TAYLOR SCHOOL DISTRICT****Field Trip Request Form**

**Directions:** The Transportation Department and State & Federal Programs Department must receive this request at least fifteen (15) days prior to the date of the trip for in-state and/or one day trips. For out of state and/or multiple days at least 45 days prior to the date of the trip. Send form to School Improvement at the Board Office. When paperwork is finalized, the Principal and Transportation will receive a completed copy to file.

School: \_\_\_\_\_ One-Day ☐ Multi-Day\* ☐ In-State ☐ Out of State\* ☐

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

Purpose of the Trip: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

**Bus Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Lift Bus Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*If YES, you must call transportation to reserve a bus for your field trip before submitting this form.

**School called Transportation Department to verify date on:** \_\_\_\_\_ **ID#** \_\_\_\_\_

If NO, list mode of transportation: \_\_\_\_\_

**Account number for bus:**

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**Substitute Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Full Day ☐ AM Only ☐ PM Only ☐

\*\*\*If YES, you must call School Improvement to request a sub before submitting this form

**School called School Improvement to request sub on:** \_\_\_\_\_ **ID#** \_\_\_\_\_

Name(s) of Taylor Staff needing a sub: \_\_\_\_\_

Name(s) of Taylor Staff not needing a sub: \_\_\_\_\_

Please attach another sheet of paper if more space is needed.

**Account number for sub:**

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I understand the Taylor Student Code of Conduct is in effect at all times during the field trip and I agree to enforce it.

Signature of Teacher \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Date: \_\_\_\_\_

Director of State & Federal Programs \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

**\*Overnight or Out of State requests must fill out the back also**