

# 0REQUEST TO TAKE SCHOOL AFFILIATED TRIP

\_\_\_\_\_  
DATE(s) of Planned Trip

\_\_\_\_\_  
Today's Date

I would like permission to take the \_\_\_\_\_  
Class, Club, or other Group

to \_\_\_\_\_ for the purpose of \_\_\_\_\_  
Destination

\_\_\_\_\_  
I understand that I must submit the student trip roster and bus request one week prior to the trip. I understand also that the instructor or sponsor trip verification form must be submitted by noon of the day preceding the trip.

\_\_\_\_\_  
Instructor or Sponsor's Signature

\*\*This form must be submitted for approval two weeks prior to planned trip.

\*\*\*\*\*

\_\_\_\_\_ Approved by Principal

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

\_\_\_\_\_  
Principal's Signature