

**Abingdon-Avon CUSD No. 276
Field Trip Request**

I. General Information

Teacher: _____ Grade(s): _____ Bldg: _____

Destination: _____

Date of Field Trip: _____

Departure Time: _____ Return Time: _____

No. of Buses requested: _____ Est. No. Students _____

Method of Transportation: Walk School Vehicle Private Carrier

**Transportation Director will procure driver for school vehicle.*

II. Educational Rationale

Relationship to Program, Goals, Objectives, Etc.

Teacher Checklist:

- Field trip has been discussed and approved by building administrator
- School vehicle has been requested (if applicable)
- Site arrangements have been completed and confirmed
- List of children going on the trip
- Food Service Director Notified (if students are not going to be at school through the lunch hour)
- Field Trip Calculation Form Filled out and turned in

III. Office Use

Approved Disapproved Date _____

(Signature of Building Principal)

(Signature of Transportation Director)

(Signature of Superintendent, if required)

- **Requests MUST BE submitted at least Fourteen (14) days in advance**
- **All requests are subject to availability of driver(s) and bus(s) and may be cancelled if not available on the date requested**
- **Submit to Building Principal**
- **MUST submit a list of children going on the trip**