

FIELD TRIP REQUEST FORM

Teacher _____ School/Class _____

Request Date _____ Trip Date _____ Destination _____

Departure Time: _____ Return Arrival Time: _____ Trip Paid For By: _____

Number of Students _____ Number of Staff/Chaperones _____

Purpose of Trip _____

Course of Study _____

Specific Learning Objectives to be Accomplished:

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Course Objectives Related to the Learning Objectives:

Pre-Trip Lessons/Activities to be Done in the Classroom:

Post Trip Activities/Lessons to Reinforce/Extend Learning:

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved: _____ Trip Disapproved: _____ Principal: _____ Date: _____

Trip Approved: _____ Trip Disapproved: _____ Superintendent: _____ Date: _____

(Over)

CHECKLIST FOR TRIPS

The following items should be confirmed prior to the start of any field or other District-sponsored trip.

- _____ 1. Approved Field Trip Request (Form 2340 F1)
- _____ 2. Properly certified driver
- _____ 3. Parental Consent (Form 2340 F2)
- _____ 4. Medical Emergency Release Forms (Form 5341 F1)
One for each student - - in the possession of person in charge of groups
- _____ 5. List of students to whom medication will be administered and the approximate time that the medications are to be administered
- _____ 6. All of the required medications for those students on the list in #5 above
- _____ 7. Safe vehicle in good running order
- _____ 8. First aid supplies
- _____ 9. Equipment and supplies
- _____ 10. Food and water (if applicable)
- _____ 11. Visiting agreements and permits (if applicable)