

**Mount Shasta Union School District  
Administrative Field Trip Approval Request**

Date of Request: \_\_\_\_\_ Date Received by School Office: \_\_\_\_\_

Teacher(s) requesting field trip \_\_\_\_\_

Purpose and standards addressed: \_\_\_\_\_

Grade(s) involved: \_\_\_\_\_ Number of Pupils: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Date of trip: \_\_\_\_\_ Departure time from School: \_\_\_\_\_ Arrival time to school: \_\_\_\_\_

Destination and additional stops of trip: \_\_\_\_\_

Transportation Method (circle):      Bus                      Walking                      Parent Drivers

Sack lunches will be needed: \_\_\_ yes \_\_\_ no

Additional transportation for emergency use on out of town trips:

Driver's Name and Cell Phone: \_\_\_\_\_

\_\_\_\_\_ will notify parents of the above field trip and will obtain  
(Teacher's Name)  
**written parent permission. I will act as the responsible person at visitation site.**

**Teacher(s) signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TEACHER RESPONSIBILITIES**

- ✓ Take first aid kit
- ✓ Order sack lunches at least 2 days in advance
- ✓ Submit this request to office at least 3 days in advance for approval
- ✓ Provide to office a list of all parent drivers
- ✓ Submit student body requisition to office if student body funds will be used

**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_ **Reason** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE RESPONSIBILITY:** copy to Teachers, Transportation, Cafeteria, Student Body, File, Calendar, **original to District Office**

**COST OF FIELD TRIP**

Estimated:  
Mileage: \$1.17 x \_\_\_\_\_ = \_\_\_\_\_  
(# of miles)

Driver Time = \$25.36 x \_\_\_\_\_ = \_\_\_\_\_  
(# of hours)

**TOTAL ESTIMATED COST:** \_\_\_\_\_

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Actual:  
Mileage: \$1.17 x \_\_\_\_\_ = \_\_\_\_\_  
(# of miles)

Driver Time = \$25.36 x \_\_\_\_\_ = \_\_\_\_\_  
(# of hours)

**TOTAL ACTUAL COST:** \_\_\_\_\_

**Source of Funding:** \_\_\_\_\_

**Transportation Approval:** \_\_\_\_\_