

SHARON COMMUNITY SCHOOL  
FIELD TRIP PERMISSION FORM

Date of Field Trip: \_\_\_\_\_ Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_  
(*Attach class roster*)

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

Time Leaving: \_\_\_\_\_ Expected time of return: \_\_\_\_\_

Is a bus needed:      Yes      No      Number of Chaperones: \_\_\_\_\_

Teacher(s) Involved: \_\_\_\_\_

Teacher Cell Number(s): \_\_\_\_\_

Cost of Trip: \_\_\_\_\_ Funding: \_\_\_\_\_ Students - How much per student: \_\_\_\_\_  
(*Submit invoice to the office*)      \_\_\_\_\_ TPA - How much: \_\_\_\_\_

Will there be a change in the school schedule:      Yes      No  
If yes, describe change and attach new schedule to this form: \_\_\_\_\_  
\_\_\_\_\_

*Be sure to notify kitchen if you will be out of the building for lunch.*

Educational value of this field trip: \_\_\_\_\_  
\_\_\_\_\_

Field Trip Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminders:**

- 1. Check master calendar for any conflicts.**
- 2. Give copy of permission slip to Office prior to sending home with students.**
- 3. Contact the Office with the price per student so that the fee can be added to eFunds and add that option to the form.**
- 4. Signed permission slips from parents must be received prior to the trip and turned into the Office at the conclusion of the field trip.**
- 5. Include "IN CASE OF AN EMERGENCY ON THE DATE OF THIS FIELD TRIP, I CAN BE REACHED AT: \_\_\_\_\_." on permission slip.**
- 6. Contact the Nurse to determine if any medication(s)/inhaler(s)/EpiPen(s) may need to be taken or administered.**
- 7. Take a First Aid Kit and Emergency Information with you on the trip.**
- 8. Volunteer Drivers must have a signed form and copy of drivers' license on file.**
- 9. Bus arrangements and checks must be requested as far in advance as possible.**

*Office Use:*

Administrator/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

Routed to:    \_\_\_ Ashley Buchanan \_\_\_\_\_  
                  \_\_\_ Laura Long \_\_\_\_\_  
                  \_\_\_ Signed copy to teacher \_\_\_\_\_  
                  \_\_\_ Bus Driver \_\_\_\_\_