

# REQUEST FOR EDUCATIONAL FIELD TRIP

\_\_\_\_\_  
Teacher/Sponsor

\_\_\_\_\_  
Date of Trip

\_\_\_\_\_  
Class Attending

\_\_\_\_\_  
Number of Students

\_\_\_\_\_  
Expected Departure Date

\_\_\_\_\_  
Expected Return Time

\_\_\_\_\_  
Location of Trip

\_\_\_\_\_  
Bus or Suburban

(maximum number of riders for suburban is 9 total)

EXPECTED EDUCATIONAL BENEFIT OF TRIP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Must BE APPROVED (5)  
FIVE DAYS BEFORE TRIP

\_\_\_\_\_  
Teacher/Sponsor      Date

\_\_\_\_\_  
Principal                      Date

\_\_\_\_\_  
Superintendent              Date