



1610-20A

Field Trip – Approval Application Form

- 1. School: _____
- 2. Trip Destination: _____
- 3. Dates of Trip: _____ 4. No. of school Days: _____
- 5. Grades or classes involved: _____ No. taking trip: _____
- 6. Reasons for less than whole class taking trip if this is the case: _____
- 7. Purpose of trip, particulars of plans, and educational valued anticipated: _____
- 8. Mode of Travel:
 School District Mini Bus: _____ Contract School Bus: _____
 Private Vehicle: _____ Capacity of Vehicle: _____ Other: (state) _____
- 9. Plans for students in the class not taking trip (if any): _____
- 10. (a) Anticipated revenues and sources: _____
 (b) Anticipated expenses: _____
 (c) Cost of Teacher-on-Call: _____
- 11. Supervisory arrangements (specify teacher in charge, parents, etc.): _____
- 12. Any other comments of Administrative Officer (including, if applicable, consideration given to possibility of trip during holiday period, availability of suitable substitute if needed, etc.): _____

Date

Signature of Teacher

Signature of Administrative Officer

APPROVED: _____
Superintendent or Designate