

Regulation No. 1610-20A
Date Approved:
Date Amended: July 31, 2019

1610-20 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 Principal (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 Principal

APPROVED: _____
Superintendent or Designate