



Fieldtrip Request Form

Name of Person Requesting Fieldtrip Approval: _____

Date of Request: _____ Date of Fieldtrip: _____

(For JH/HS) Is this Fieldtrip for a class/grade or club/organization? _____

Please specify which grade level (i.e. Elementary, Jr. High or High School): _____

Number of Students going: _____

Number of Chaperones: _____

Departure Time from School: _____

Arrival Time back at School: _____

Lunch Information for Students: _____

Name of Person responsible for this trip (contact person): _____

Physical Address of Destination(s) of all stops being made:

Fieldtrip Summary:

Direct Supervisor Approval:

☐ Approved

☐ Denied

District Administrator's Approval:

☐ Approved

☐ Denied

District Administrator's Signature: _____

Comments: _____

