

# Field Trip Approval Form

Requestor: \_\_\_\_\_

Group(s) Going: \_\_\_\_\_

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

Date Leaving: \_\_\_\_\_ Time Leaving: \_\_\_\_\_

Date Returning: \_\_\_\_\_ Time Returning: \_\_\_\_\_

# of Students: \_\_\_\_\_

Needs of SPED: \_\_\_\_\_

Educational Objective (Required): \_\_\_\_\_

Method of Transportation: Bus \_\_\_\_\_ Other: \_\_\_\_\_

Driver: \_\_\_\_\_

Chaperones: \_\_\_\_\_  
\_\_\_\_\_

Hotel (if needed): \_\_\_\_\_ # of Rooms: \_\_\_\_\_

Cell Phone #'s for Emergency Contact: \_\_\_\_\_

Admission Fees: \_\_\_\_\_ Transportation Cost: \_\_\_\_\_ Food/Other: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Assistant Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_