

Field Trip Request Form



Date: _____

Administrative Staff,

I, _____, would like to request a field trip with the _____ class to go to _____, in _____ on _____.

_____ will be providing transportation. We plan to leave school at _____ and return by _____.

The educational value of this field trip:

Teacher's Signature

Date

Administrative Staff's Signature

Date

Price: \$_____/Student

Price: \$_____/Staff

#Students Attending: _____

#Staff Attending: _____

☐	Approved
☐	Not Approved

Transportation Supervisor's Initials: _____

Kitchen Supervisor's Initials: _____

Name(s) of staff attending:
