

Application for Field Trip Approval
Submitted to Building Principal

All field trips require approval.

*In addition, Board Policy 2340 and Regulation 2340 states that field trips must receive board approval when they include **travel of 100+ miles, travel by air, or require overnight accommodations.***

School: _____

Teacher/Advisor: _____ Group/Class/Grade level: _____

Destination (location) of proposed trip: _____

Date(s) of Trip: _____

No. of Students Participating: _____ Est. cost per student: _____

No. of Chaperones: _____ Total number of people on trip: _____

List Chaperones: _____

Transportation details: _____

Include/attach a narrative, which includes the course proficiencies related to the trip and how the experience will be followed up in the classroom or the reason for the trip if it is a co-curricular trip:

Signature of Teacher/Advisor : _____ Date: _____

For Office Use Only:

Principal's Approval: _____ Date: _____

Trip Status: () Board Approved Agenda Date: _____
 () Denied