



# REQUEST FOR APPROVAL OF ROUTINE FIELD TRIP

<b>TRIP INFORMATION</b>		
School: _____		Grade or Activity: _____
Destination: _____		
No. of Students: _____	No. of Staff Members: _____	No. of Chaperons: _____
Time: _____	Date: _____	Place of Departure: _____
Time: _____	Date: _____	Place of Return: _____
Purpose: _____		
POS Correlation or Academic Focus: _____		
Repeated Trips: _____		
Music Event Company (if applicable): _____		
Transportation: <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Carrier (see Notice 5790 for approved carriers) <input type="checkbox"/> Metro Bus or Rail <input type="checkbox"/> County Vehicle <input type="checkbox"/> Leased Vehicle      _____ <span style="float: right;">Commercial Carrier Name</span>		
Number of Buses Needed _____		Does This Require Facilities for Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Will Be Provided by Adults Directly. Exception(s), If Any: _____		

## REQUESTER

Teacher: _____	Date: _____
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## APPROVAL

_____ Principal or Designee	_____ Date
Comments: _____ _____	