



Santa Cruz Elementary District #28

Little Red School

Field Trip Request Form

Teacher(s): _____ Grade(s): _____ # of students: _____

Destination or Title of Trip: _____

Instructional Purpose: _____

Date of Submission: _____ Date of Trip: _____

Approximate time of departure: _____ Approximate time of return: _____

Destination phone number: _____

Destination Address: _____

Chaperones Attending (student/chaperone supervision ration 1to 10):

Cost of the Activity: _____

Field Trip Checklist (please check in confirmation):

- I will make and **send out field trip permission slips** to parents and make sure I receive all of them before the trip.
- I have made the arrangements necessary with our trip destination consultants, secured the date(Pending approval), location, prices, confirmed our arrival date and time, and filled out a **purchase order form attached to this requisition and turned in to the principal.**
- I have confirmed my class chaperones 1 for every 10 students.
- I will submit to the cafeteria clerk the list of student names whom which will require a **sack lunch** from school **a week before our scheduled trip date.**

Teacher Signature

Date

For Office use only

Transportation arrangements were made on: _____

Bus Driver Assigned for Field Trip: _____

Superintendent/Principal Approval Signature

Date