

INDEPENDENT SCHOOL DISTRICT #2
Field Trip & Transportation Request Form

All instructional personnel must complete this form prior to a field trip. A field trip is any excursion that will take students from the school campus. Teachers are cautioned not to discuss details of a field trip with students until administrator has signed the form. Quemado and Datil personnel submit the form to the superintendent.

Parental permission forms must be sent out and received by the teacher prior to a student leaving the campus. Permission forms must be informative and include an educational justification, the itinerary, special needs of students for the trip and transportation details. It should have the bottom portion detachable for return to school. A rough draft of the form should be attached to this request. When planning a trip, keep in mind (1) the academic calendar, (2) weather, (3) the availability of transportation (scheduled athletic events take precedence, and (4) how it will benefit the students and complement the educational program.

Adult supervision should include one adult for every five K-3 students, every ten 4-8 students, and every fifteen 9-12 students. Sack lunches will be provided if you request them a week in advance from the cafeteria. Request for purchase orders or advance checks must also be submitted

SUBMIT TEN DAYS IN ADVANCE OF PROPOSED FIELD TRIP

Name of teacher(s):

Date of proposed trip:

Destination:

Number of students involved:

Transportation needed:	Yes	No	How many:
Sack lunches from cafeteria:	Yes	No	How many:
Any other items needed:			

Purchase order:	Purpose:
	To whom:

Advance check:	Purpose:
	To whom:

Funding source:

Time leaving school:

APPROVED _____ DENIED _____

Reason: _____

Superintendent: _____

Each sponsor is responsible for picking up vehicles, and, upon return, seeing that they are cleaned, keys and credit cards return, and any problems reported.