

Loudonville-Perrysville E.V.S.

Field Trip Request Form

Date: \_\_\_\_\_

Grade/Class/Group: \_\_\_\_\_ No. of Students \_\_\_\_\_

No. of Adults \_\_\_\_\_

Destination: \_\_\_\_\_

Stop for Eating? \_\_\_\_\_ Substitute/Coverage Needed? \_\_\_\_\_

Purpose - Explain how this trip will foster improved student performance on high stakes standardized tests such as Proficiency or OGT: \_\_\_\_\_

\_\_\_\_\_

Funded By: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Does the driver stay for the activity? \_\_\_\_\_

(On long activities within 60 miles, the driver should return)

Departure Time & Place: \_\_\_\_\_

Expected Return Time: \_\_\_\_\_

Number of Buses Desired: \_\_\_\_\_

(Bus seating capacity is based on 3 per seat; do you want 2 or 3 per seat?)

If not using a bus, specify form of transportation: \_\_\_\_\_

\*Name of Chaperone (s) \_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_

Parent Permission Slip for Each Child? \_\_\_\_\_

Approved By:

\_\_\_\_\_

Date: \_\_\_\_\_

Principal

\_\_\_\_\_

Date: \_\_\_\_\_

Superintendent

In order to be approved, request forms should be in the hands of the Principal at least 10 days prior to the scheduled date of the trip. Trips must be related to instruction.

Include map or directions to destination.

- Must be on file in Superintendent's Office before date of trip.

Cc: Secretary

Cafeteria

Transportation

Special Areas during the day of the trip

(February 2019)