

REQUEST FOR APPROVAL OF FIELD TRIP

Submit two weeks PRIOR to date requested

Teacher: _____ Subject: _____

Grade(s): _____ Number of Pupils: _____ Number of Chaperones: _____

Names of teachers/staff going: _____

Date of field trip: _____

Destination: _____

Purpose of trip: _____

Is Video Equipment Needed? (Digital Camera, Video Camera, etc.) _____
(Please "publicize" your field trips)

_____ List of students going on Field Trip submitted to the office.

Type of Transportation:

_____ Private Car

_____ Chartered Bus Name of Company _____

_____ School Bus

Time of Departure: _____ Time of Return: _____

How trip is to be financed: _____ Cost per pupil: _____

Classes for which a substitute is needed: _____

Provisions made for students not accompanying you on the trip: _____

Will students miss lunch at the school? Y or N

SIGNATURE AND APPROVAL:

Teacher _____ Date: _____

Principal _____ Date: _____

Transportation Arranged? _____ Date: _____ By Whom? _____

FIELD TRIP PERMISSION SLIP: BENSON JUNIOR/SENIOR HIGH SCHOOL

_____ has my permission to participate in a field trip to _____ on _____, 200____ in connection with work in the _____ class. I understand that the field trip will be made in accordance with school rules, that the method of transportation will be _____, that the student will be under the supervision of teachers and/or parents, and that the cost of the field trip will be _____. It is also understood that the student has the responsibility to arrange with teachers of the classes he/she will miss to make up any class project, notes, assignments, test, or previously scheduled work.

Signature of Parent or Guardian

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