

1. Complete form completely and submit to building principal/superintendent for approval.
2. Principal/Superintendent will approve or deny request and send copy back to teacher.
3. If trip has been approved teacher must complete online bus request form
4. Once trip has been assigned a driver teacher will receive confirmation.

2340 F1

FIELD TRIP REQUEST FORM

Teacher _____ School/Class _____

Request Date _____ Trip Date _____ Destination _____

Number of Students _____ Number of Staff/Chaperones _____

Purpose of Trip _____

Course of Study _____

Specific Learning Objectives to be Accomplished:

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Course Objectives Related to the Learning Objectives:

Pre-Trip Lessons/Activities to be Done in the Classroom:

Post Trip Activities/Lessons to Reinforce/Extend Learning:

I have utilized the guidelines in AG 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (Form 2340 F2 or Form 2340 F2A) and use the Checklist for Trips (Form 2340 F3).

Field Trip Approval

Trip Approved: _____ Trip Disapproved: _____ Principal: _____ Date: _____

Trip Approved: _____ Trip Disapproved: _____ Superintendent: _____ Date: _____