

Day Field Trip Request Form

Name of Class: _____

Teacher/Sponsor: _____

Number of Students: _____

Name of Teacher with CPR/First Aid Training _____

Destination: _____

Date and Time of Trip: _____
Date Time to Date Time

PART 1: Legitimate educational value must be established before taking students out of classes for field trips. Fill out the following, be specific, use additional sheets if necessary.

Purpose:

Describe how this activity supports district curriculum and relates to your proficiencies.

What classroom activities have you planned for follow-up?

PART 2: Transportation: Check all that apply. (*Private Vehicles require additional forms; see secretary of Athletics)

___ District School Bus ___ Commercial Bus ___ Student Driver

___ Adult Driven Auto ___ Sponsor Driver ___ Parent Driver

___ Commercial Airlines ___ Other (rental car, Van) ___ District Van

Department Chair Approval _____ Date _____

Administrative Approval _____ Date _____

ATTENDANCE CLERK **MUST HAVE** THE ADVANCED ABSENCE LIST TWO DAYS BEFORE THE TRIP.

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All trips that include restricted activities must receive the prior approval of the District Director of Student Development, Activities, and Athletics and District Director of Risk Management. Please attach a sheet listing all pertinent information regarding the restricted activity, and send this sheet with the information attached to the Director of Student Development, Activities, and Athletics at Wilcox. This sheet will be returned to the school with the required signatures to indicate approval of the restricted activity.

*Director of Student Leadership,
Activities and Athletics* Date

Director of Risk Management Date

Information about Prohibited and Restricted Activities can be found in First Class>School Resources>Overnight Field Trips/
Outdoor Ed>Prohibited & Restricted Activities Folder