

Field Trip Request Form

School Site: _____ Grade Level/s: _____ Date(s) of Field Trip: _____

Teacher Names: _____ Total # of Students: _____

Place & Location of Field Trip: _____

Funding Source: _____

*Revised _____ Cancelled _____ (Check only if Field Trip Form is a Revision or Cancelled) Principal's Initials/Date _____ Assoc. Super. Initials _____

****Note:** Prior to completing this form, please read through the field trip parameters listed below. Requests which do not adhere to the GSD field trip requirements will not be approved. This form must be submitted **one month prior** to the date of the field trip.

Description of Field Trip:

Rationale (Brief Explanation):

Principal Signature: _____ Date: _____

Associate Superintendent Signature: _____ Date: _____

Elementary School:

- Grades K-2 may schedule one field trip in the spring, while the other grade levels are being tested.
- Grades 3-6 may schedule one field trip in the fall semester. **Note:** The only exception is 5th grade Symphony, which may be scheduled in February. Only 6th grade may schedule an end of year field trip celebration.
- Fine Arts funded student travel must adhere to the above mentioned semester schedules.

Field Trip Parameters:

- All field trips must be purposeful and aligned to the grade level curriculum **Note:** No movies allowed.
- No grade level may use a field trip which has already been designated for another grade level, so as to avoid duplication as students move up through the grades or transfer to another school site.
- Campuses must fill out a **Field Trip Request Form** and submit it to the Associate Superintendent for CIT for approval one month prior to the date of the proposed field trip.
- Transportation and additional costs are the responsibility of the campus.
- If Field Trip is Cancelled or Revised for date and etc., please resubmit the previously approved Field Trip form with the corrections for the revision. For example a date and/or location change. Principal must initial for verification purposes.