

FIELD TRIP REQUEST FORM DIRECTIONS

If you are submitting a field trip request, this is the information required, IN WRITING. All information is required for the form to go through properly, including the zip code of the destination. The trip must be entered at least 2 weeks in advance, so I need your requests 3 weeks in advance.

- Date of Request
- Your Site (very important)
- Single Day or Ongoing (defined as WEEKLY, not monthly)
- **If Single Day**, Date of Field Trip
- **If Ongoing**, what start and end days?
- **If Ongoing**, what day(s) of the week?
- Field Trip Location (name and address, **including zip code**)
- **Rationale and Standards-** trips will not be approved unless these are filled in completely.
- Number of AMBULATORY students
- Number of students in wheelchairs
- Number of staff
- Time of departure from school (no earlier than 9:30 AM)
- Time of return to school- not the time of departure from the field trip location (no later than 1:30 PM)
- Paraprofessionals' assigned duty-free lunches- paras can be assigned to have a duty-free lunch DURING THE TRIP, avoiding situations where paras all have to go to lunch when they get back to school.
- Classes going on trip (not the NUMBER OF CLASSES, the NAMES OF THE CLASSES)
- Name of Teacher coordinating trip
- Email of Teacher coordinating trip- REQUIRED
- Bag Lunch Required? (Y or N)
- Permission Slip on File? (Y or N)
- Medical Needs? (Y or N) If you have students with medical needs (i.e., need a trip nurse, need an ambulance, etc.) please indicate in the provided space, and show that these issues were addressed.
- If a student needs an ambulette for a trip, YOU MUST ORDER IT.
- If you need to cancel a trip, it is your responsibility to cancel the buses, trip nurses, and ambulettes.

FORMS MUST BE COMPLETELY FILLED OUT. IF THEY ARE NOT, THEY WILL BE RETURNED TO YOUR MAILBOX.