

CENTRAL OFFICE FIELD TRIP REQUEST

(Request must be e-mailed to Kelly Chase at least two weeks prior to date of Field Trip)

Name of Person Completing Form: _____

School: _____

Field Trip to: _____

Date: _____ Departure Time: _____ Return Time: _____

Grade: _____ Number of Teachers: _____ Number of Students: _____

Names of Parents/Chaperones: _____

Have all Parents/Guardians been CORIED and Fingerprinted? _____

Names of Teachers Who Will Be Attending: _____

Transportation to be provided by: _____

Will signed Permission Slips and Signed Liability Waivers be on file in Principals' Office prior to Field Date?

Has the Food Service Office been notified? _____

Has the School Nurse been notified? _____

DESE Standards and Curriculum Area for Field Trip: _____

Principal's Signature and Date Signed: _____

Central Office Approval Signature and Date Signed: _____

Once approved by Central Office, form will be e-mailed back to Principal.