

COTTAGE GROVE HIGH SCHOOL
REQUEST FOR FIELD TRIP

Staff member: _____ Course/Program: _____

Date of request: _____ Date of field trip: _____

Purpose/Description of the field trip: _____

Name of destination: _____

Address of destination: _____

Note: If your trip is out of state then you must have school board approval 3 months prior to the departure date.

Method of transportation:

- Bus** - If transportation is needed via bus, please fill out questions 1-9 below.
- Other** - Please describe method of transportation and list depart and return times.

1) Depart pickup time: _____(AM/PM)

2) Depart pickup location: _____

3) Is the return pick up location going to be the same as the drop off location on the field trip?

Yes

No - If no, where will you be picked up to return from the field trip? _____

3) Return pickup time: _____(AM/PM)

4) Desired drop off time at return location: _____(AM/PM)

5) Number of students riding the bus: _____

6) Number of staff members riding the bus: _____

Name(s) of staff members who will supervise the field trip:

7) Number of adult chaperones not employed by the district riding the bus: _____

Name(s) of non-staff adults who will be going on the field trip:

****All chaperones must have a current SLSD background history check on file**

8) Will there be a meal during the field trip?

No

Yes - If yes, where will the meal be? _____

9) Special parking or other considerations required:

INSTRUCTIONS TO EMPLOYEE SUBSEQUENT TO APPROVAL:

1. Schedule substitute teacher through Frontline.
 2. Make sure student(s) has permission to go on field trip.
 3. Any additional information has been gathered and dispersed (emergency contacts, itineraries, etc.)
 4. Attach a list of names that will be going on the field trip and send the attendance desk a list of students who are going on the field trip, update attendance with any changes.
-

Principal's Signature

_____ Field Trip Request Approved _____ Field Trip Request Denied

Out of State Board Approval Signature (If necessary)

Tonya Kerns, Board Secretary: _____ Date _____

_____ Field Trip Request Approved _____ Field Trip Request Denied

Comments:

To be completed by the front office:

- Date field trip request submitted to transportation: _____
 - Additional comments/notes: _____
-