

COTTAGE GROVE HIGH SCHOOL
REQUEST FOR FIELD TRIP

Staff member: _____ Date of request: _____

Course/Program: _____ # of travelers: _____

Date of field trip: _____ Depart time: _____ Return time: _____

Name and address of destination: _____

Is the field trip out of state? Yes ___ No ___

Purpose/Description of the field trip:

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

Substitute needed? Yes ___ No ___ Funding code for sub: _____

Method of transportation:

Bus _____ (If transportation is needed via bus, please fill out questions 1-10 below) **Private automobile** _____ **Walking** _____

- 1) Pickup location: _____ 2) Pickup time: _____ (AM/PM)
- 3) Drop off location: _____ 4) 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 riding the bus: _____
- 7) Number of adult chaperones not employed by the district riding the bus: _____
- 8) Will there be a meal during the field trip Yes ___ No ___
- 9) If yes, please select from the following: On board eating _____ Stopping at a restaurant _____ Other _____
- 10) Special parking or other considerations required: _____

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

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**

1. Attach a list of names that will be going on the field trip.
2. Send the attendance desk a list of students who are going on the field trip, update attendance with any changes.
3. Submit request to the principal at least 10 days prior to the date of departure (100 days prior to out of state trip).

ADMINISTRATIVE ACTION: (To be completed by the principal)

Out of State Board Approval Signature (If necessary)

Tonya Kerns, Board Secretary: _____ Date _____

_____ Field Trip Request Approved _____ Field Trip Request Denied

Comments:

Principal's Signature

INSTRUCTIONS 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.)