

Request for Approval of Field Trip Involving Students

SAMPLE

Instructions: Submit this form to the principal for all trips outside the ABC Unified School District boundary.

1. Requests for intra-state travel must be submitted at least two weeks in advance of trip.
2. Requests for out-of-state travel must be submitted at least one month in advance of the trip.

Note: Information on field trips is contained in policy and procedure 123.

_____	_____
School	Teacher
_____	_____
Date(s) Out of District	Destination

Composition of the group making the trip (example: 40 biology students, 2 teachers and 4 parents)

Special circumstances relating to this trip: _____

Educational purpose: _____

Funding source: _____

_____	_____
Principal's Signature (Indicates Approval)	Date Request Submitted

Written parent permission slips must be filed with the principal for all students making the above trip. If the trip involves **Overnight or Out-of-State Travel**, the principal should send this form to the Assistant Superintendent, Secondary Education Office along with **a detailed itinerary**.

Approved _____ Denied _____

_____ Signature of Assistant Superintendent

