

REQUEST FOR EDUCATIONAL FIELD TRIP

At least **four** weeks before the proposed day of any field trip the teacher shall supply the following information to the principal in duplicate.

Grade: _____ School: Henry W. Moore School Date: _____

Trip: _____

Date of Trip: _____ Estimated Miles: _____

Departure Time: _____ Return by: _____

Number of Pupils: _____ Adults: _____

Teacher(s): _____

Number of Buses: _____

Number of Chaperones: _____

Cost to Student: _____

Educational Objectives:

Approved: _____

Principal

Date: _____

Approved: _____

Superintendent

Date: _____

Does Require School Board Approval*

Date: _____

Does Not Require School Board Approval

See Policy IJOA* - "Any overnight or out-of-state field trips"
Sleeping quarters will be shared by those of the same sex.

Adopted: June 9, 2009

Reviewed: January 3, 2019

Revised: November 2, 2023, March 7, 2024