

INSTRUCTIONS FOR FIELD TRIP FORMS

STEP 1

Complete a “Request for Field Trip” form and submit it to your site supervisor for approval. Once the site supervisor approves the field trip they will forward it to the District Office for further action. Keep a copy for your records.

Please Note: Local field trip requests must be submitted at least 15 work days in advance of the requested trip date. For Out-of Area field trips the request must be submitted at least 30 work days in advance of the requested trip date.

STEP 2

Once you have been informed that your trip has been approved by the District Office. You may hand out the “Parent Permission Forms” to your students. Forms are also available in Spanish.

Please Note: If you have multiple field trips throughout the school year for a club or group. You may use the “Voluntary Excursion/Field Trip Notice and Medical Authorization” Form. This form only needs to be completed once every school year to cover all trips within that year.

For Questions please contact Laura Helms at the District Office.