

# RUSSELL COUNTY PUBLIC SCHOOLS

## FIELD TRIP REQUEST FORM

SCHOOL NAME \_\_\_\_\_

TEACHER/CLASS MAKING REQUEST \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

NUMBER IN CLASS \_\_\_\_\_ NUMBER GOING ON TRIP \_\_\_\_\_

HAS PARENTAL PERMISSION BEEN RECEIVED FOR THOSE STUDENTS WHO WILL MAKE THE TRIP? YES  NO

DESTINATION OF TRIP \_\_\_\_\_

DATE OF FIELD TRIP \_\_\_\_\_

***(In order to receive approval, a field trip request must be submitted no later than two weeks prior to the field trip date.)***

INSTRUCTIONAL OBJECTIVES (Cite SOLs):

PRE-TRIP ACTIVITIES (LESSON PLANS):

POST-TRIP ACTIVITIES (LESSON PLANS):

SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

METHOD OF TRANSPORTATION: CHECK ONE \_\_\_\_\_ SCHOOL BUS

\_\_\_\_\_ PRIVATE CAR

\_\_\_\_\_ OTHER (EXPLAIN)

APPROVED BY: PRINCIPAL SIGNATURE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

(Revised July 31, 2012) SUPERINTENDENT/DESIGNEE \_\_\_\_\_