

DANVILLE LOCAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

No field trip will be approved by the Superintendent unless received by the 15th of the month preceding the scheduled date of the trip. Field Trip must be directly related to instruction. The **Field Trip Documentation** form (see reverse side) must be completed. The Bus Seating Chart must be completed and attached.

Grade/Class _____ Number of Students _____

Destination _____

Purpose _____

Day and Date of Field Trip _____ Departure Time (from school) _____

Specific Departure (Pickup) Location _____

Return Time (when do you expect to arrive at the school) _____

Transportation Type: Bus _____ Handicap Equipped Bus Necessary? _____

Other Transportation Needs/Issues (Specify) _____

(If transportation is by car please attach Field Trip Special Information Form and All appropriate driver and vehicle forms and information.)

Chaperones: _____

Person requesting field trip permission: _____

Approved by:

Principal Date

Superintendent Date

Trans Coord. Contacted: _____

Number of busses authorized _____

Bus permit(s) Issued: _____

Trans. Sec. Signature _____ Date

Destination _____

Date _____

What curriculum is reinforced by this trip? Please list related Academic Content Standard and Grade-Level Indicators. If Academic Content Standards have not been published in your subject area please develop indicators that would appear on your Curriculum Map.

What are the learning outcomes of this experience? (Please explain how activities involved will accomplish learning objectives for the standards/indicators listed above.)

How will learning be measured and evaluated?

Bus No.	Driver:	Event/Route	Athletic	Field Trip
	Seating Chrt.			
	Driver			
	Students	Students		
No.1		No. 2		
3		4		
5		6		
7		8		
9		10		
11		12		
13		14		
15		16		
17		18		
19		20		
21		22		
23		24		
25		26		
27		28		

It is State Law that there is to be no eating or drinking on the bus while it is in motion. I acknowledge notice of this requirement and will enforce the rule with my students.

Teacher/Coach

4/05