

**FIELD TRIP REQUEST AND
JUSTIFICATION FORM**

This form is to be completed and submitted to your area Principal at least two weeks prior to the requested field trip. Requests not submitted two weeks in advance will be denied.

There will be no more than **six** field trips per year for any given class unless your area Principal grants an exception. All field trips are expected to have academic, spiritual and social objectives related to the units of study appropriate at the grade level.

Teacher's name: _____ Date of request: _____

Grade level(s): _____ Subject: _____

Field trip destination: _____

Address: _____ Phone #: _____

Have you checked the school calendar: yes no Are there any conflicts: yes no

Does this field trip conflict with: Music Art Computer PE Library Lunch

Date of the field trip: _____ Number of adults going: _____

Expected Leaving time: _____ Expected return time: _____

Expected cost per student: \$ _____ Expected cost to the school: \$ _____

Learning **OBJECTIVES** – Include the Biblical Fusion – use the back of page if you need more space
Complete **EACH** one of the following:

Academic Objectives	
Biblical Objectives	
Ministry Objectives	

Teacher's signature: _____ Date: _____

Principal's signature: _____ Date: _____

Transportation Coordinator: _____ Date: _____