

**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:

<b>Academic Objectives</b>	
<b>Biblical Objectives</b>	
<b>Ministry Objectives</b>	

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_