

# FIELD TRIP REQUEST AND JUSTIFICATION FORM

There will be no more than six field trips per year for any given class unless the principal grants an exception.

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Teacher's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_ Subject: \_\_\_\_\_

Destination: \_\_\_\_\_

Address (if known): \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

Expected Time to Leave: \_\_\_\_\_ Expected Time to Return: \_\_\_\_\_

## REMINDERS:

- (1) Check the calendar to see if it conflicts with another activity.
- (2) If it is a large group and you will miss lunch, let the cafeteria know (ext 142).

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## OBJECTIVES:

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\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transportation Coordinator's Signature (if applicable)

\_\_\_\_\_  
Date