

FIELD TRIP REQUEST FORM

Teacher \_\_\_\_\_ School/Class \_\_\_\_\_

Request Date \_\_\_\_\_ Trip Date \_\_\_\_\_ Destination \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Staff/Chaperones \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Course of Study \_\_\_\_\_

Specific Learning Objectives to be Accomplished:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Behaviors that will Confirm Achievement of the Learning Objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Objectives Related to the Learning Objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Trip Lessons/Activities to be Done in the Classroom:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Trip Activities/Lessons to Reinforce/Extend Learning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

**Field Trip Approval**

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_ Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

(Over)