

“OVERNIGHT TRIPS AND TRIPS INVOLVING AIR TRAVEL MUST BE RECEIVED BY THE DISTRICT OFFICE AT LEAST EIGHT WEEKS PRIOR TO REQUESTED DATE”

**EAST SIDE UNION HIGH SCHOOL DISTRICT
STUDENT ACTIVITY FIELD TRIP REQUEST FORM
FOLLOW INSTRUCTIONS ON BACK OF THIS FORM**

Today's Date: _____ School: _____ Group: _____ Student Preparation: _____

Destination of Trip: _____
(City and State) (special instructions, funds, clothing, special equipment or training, **release form**, etc.)

Date Leaving: _____ Time: _____ Date Returning: _____ Time: _____

Purpose of Trip: _____
(ie., college visit, educational trip, student conferences, field study) Potential Hazards & Appropriate Contingency (if necessary): _____

Number of Students Attending: _____ Number of Supervisors: _____ How expenses (if any) will be raised: _____

Name of Supervisors: _____

Cost to Pupils: _____ How Paid: _____

Transportation Needs: _____
(ie., chartered bus, personal private vehicle, public transportation, school bus, air travel, etc.) Provisions for students who cannot afford to come up with funds on their own (if applicable) _____

Insurance Needs: _____

PLEASE CALL TRANSPORTATION TO RESERVE DISTRICT BUS(ES). ATTACH BUS REQUEST IF DISTRICT IS PROVIDING TRANSPORTATION.

Charge Account Number: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____

Number of Subs Required: _____ Period(s) _____ / _____ / _____ / _____ / _____ / _____

Charge Account Number: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____

Relevance of this field trip to current unit of study/program goals: _____

<u>LESSON OBJECTIVES OF TRIP</u>	<u>ACTIVITIES</u>	<u>MEASUREMENT OF LESSON OBJECTIVES</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

School Approvals: _____ District Approval: _____
Signature (Teacher Initiating Request) Teacher Extension # *Principal/Site Administrator Superintendent/District Designee

* My signature assures that every student going on this field trip has completed and returned a *Field Trip Authorization & Release form*. Rev-eg 4/25/07