

**REQUEST FOR FIELD TRIP**

ESL  
 Adult Education  
 Nonpublic

(Yellow)

- **Field Trips must be submitted at least 10 days prior to the scheduled event.**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Building Location Address: \_\_\_\_\_  
Street Address and City

Building Telephone Number: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

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

Destination Telephone Number: \_\_\_\_\_

District sponsored trip?  YES  NO

Departure time from school: \_\_\_\_\_ Arrival time back at school: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

**List of Students Name(s):**

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

How is your schedule being modified? Please Explain: \_\_\_\_\_

\_\_\_\_\_

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**For Office Use Only**

Approval/Rejection: \_\_\_\_\_

Director

Date