



DEPOSIT CENTRAL SCHOOL DISTRICT FIELD TRIP REQUEST FORM

To request a field trip:

- Turn completed form and the list of students and adults into the building principal for approval.
- The building principal will check with transportation for availability.
- The building principal will send the form to the superintendent for approval and copies will be distributed.

Teacher's Name: _____ Date of Request: _____

Destination of Field Trip: _____

Address: _____

Date of Trip: _____ Time of Departure: _____ Time of Return: _____

Number of Students Attending: _____ Total Number of Adults Attending: _____

Please describe the purpose of the field trip and how it supports/extends the curriculum:

Attached is a hard copy of any cost (not transportation) associated with the trip. _____

Please indicate any of the following accommodations that will need to be made:

Wheel Chair Bus:

Sports Equipment:

Art Projects:

Food/Coolers:

Number of Coolers:

Nurse Needed:

Teachers: You are responsible for notifying the faculty/staff regarding the trip at least two weeks in advance. MS/HS teachers should provide a list of students attending the trip to all teachers in the building.

Approved by

Building Principal

Superintendent

Notification sent to: Transportation Director

Nurse

Food Service Director