



DEPOSIT CENTRAL SCHOOL DISTRICT FIELD TRIP REQUEST FORM

To request a field trip:

- Turn in the following to your building principal for approval: completed form, quotes for associated costs (not transportation), and the list of students and adults attending the trip.
- 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:

Date of Trip:

Time of Departure:

Time of Return:

Number of Students Attending:

Total Number of Adults Attending:

Bus Transportation Required (Y/N):

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

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

Wheel Chair Bus:

Sports Equipment:

Art Project:

Food/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