



DEPOSIT CENTRAL SCHOOL DISTRICT  
FIELD TRIP REQUEST FORM

**To request a field trip:**

- Turn completed form and list of students and adults into the building principal for approval.
- Include hard copy evidence of any costs (not transportation) associated with the trip.
- The building principal will check with the transportation department for availability.
- The building principal will send the form to the superintendent for approval & 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: \_\_\_\_\_ Number of Chaperones Attending: \_\_\_\_\_

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

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**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
- \_\_\_\_\_ Elementary Nurse
- \_\_\_\_\_ MS/HS Nurse
- \_\_\_\_\_ Food Services Director

