

**REQUEST FOR FIELD TRIP**

This Request for Field Trip must be completed by a teacher who desires to take students on an educational field trip. It must be submitted to the building principal at least 10 school days prior to the date for the field trip. (Not required for regularly scheduled KSHSAA or FFA events)

**Teacher(s)** \_\_\_\_\_

Other supervisors, if any \_\_\_\_\_

**Date of Field Trip** \_\_\_\_\_

**Estimated departure time** \_\_\_\_\_

**Estimated return time** \_\_\_\_\_

**Method of transportation** (Van, Suburban, School bus)  
Please circle appropriate method of transportation for this trip

**Destination(s)** \_\_\_\_\_

**Educational reason for trip** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of students making the field trip \_\_\_\_\_

Reviewed by \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Principal/Director of Special Education

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

Principal or Superintendent's Remarks - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_