Field Trip Request Form

Field Trip Policy - Attachment A – Revised 6/12/2015

Approval of the Director is required for all field trips and excursions. **Board approval is required** for all over night field trips and for all trips that are 100 miles or more from the school one way.

Day field trips/excursions – This form must be submitted to the Director at least three weeks prior to the date of the trip/ excursion.

Overnight / 100 miles or more field trips – This form must be submitted to the Board six (6) weeks prior to departure date.

Overnight / 100 miles or more field trips within the first six (6) weeks of a new school year – This form must be submitted to the Board by May 1st of the prior school year.

Grade:	6th
Teacher Name:	Kinney
Destination:	Mt Lassen
Dates:	9/19-23 **Time:** overnight
Purpose:	Geology / SEL
Number of Students:	26-27
Number of Adults:	6-7 Chaperones

Method of Transportation: PRIVATE VEHICLES	**Drivers:** TBD

Director's Signature: _____ Date: 8/6/22

Date Board Approved: _____

****All drivers must complete the Driver Information Form.**

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Grade:	8th
Teacher Name:	Kevin McDonald
Destination:	Ashland Shakespeare Festival
Dates:	9/19 – 9/23/22 **Time:** Early AM Departure 9/19 Late PM Arrival 9/23
Purpose:	Attend Cultural Events
Number of Students:	27
Number of Adults:	7 (6 parents and 1 teacher)

Method of Transportation: Private Vehicles	**Drivers:** TBA

Director's Signature: _____ Date: 2022

Date Board Approved: _____

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Grade: 7	Seventh
Teacher Name:	Betz
Destination:	Mendocino
Dates:	9/19-23 **Time:** All week
Purpose:	Outdoor Ed. / 7th grade Trip"
Number of Students:	26
Number of Adults:	6-7

Method of Transportation: Cars (Private)	**Drivers:**

Director's Signature: _____ Date: 8/6/22

Date Board Approved: _____

****All drivers must complete the Driver Information Form.**