

Field Trip Request

Field trip requests must be submitted to the building principal at least one week in advance of the planned trip.

Teacher(s) Making Request _____

Date of Request _____ Date(s) of Trip _____

Class/Group _____ Destination _____

Purpose of Trip _____

Chaperones Assigned _____

Approximate Number of Students _____ Total Number of Riders _____

of Busses Requested: Do you need a H/C Bus? # of Vans Requested:

Departure Time _____ Return Time _____ Cost Per Pupil _____

Funding Source(s):
District total: _____ Activity/Group total: _____ Student total: _____

Lunch at School Lunch on Trip Sack lunches needed from kitchen? Y N

Substitute(s) Needed Y N

Subs needed for (list each staff member and the periods a sub is needed):

Please Print and Submit Request to Building Principal

(Administrative Use Only)

Trip Approved Yes No Date of Approval _____

Number of Busses/Vans Ordered _____ Date Ordered _____

Principal's Signature _____

Fax Request to Blackhawk Express Upon Approval

(Blackhawk Express Use Only)

Signature _____ Date _____

Fax Request Back to School Upon Confirmation