

EASTERN JR./SR. HIGH SCHOOL

MR. KEITH RICHIE, PRINCIPAL

FIELD TRIP REQUEST FORM

TEACHER MAKING REQUEST

GRADE/GROUP

DATE OF REQUEST

DESTINATION OF TRIP

DATE OF TRIP

EDUCATIONAL OBJECTIVES

STUDENT COSTS: _____

TRIP SUPERVISION

PLEASE INDICATE THE NUMBER OF EACH ATTENDING

TEACHERS _____ STUDENTS _____

PRINCIPAL'S SIGNATURE

DATE

SUPERINTENDENT'S SIGNATURE

DATE

REMINDERS:

- *Turn in bus request forms to Principal
- *Inform cafeteria if students will be absent from lunch
- *Inform special teachers about date of trip
- *Register date of trip with secretary
- *Send home parent permission forms