

Teacher Field Trip Approval Form - JSD Policy AA416

I am requesting administrative approval for the following field trip.

Teacher: _____ Class(es): _____

Field trip date: _____ Destination: _____

Departure Time: _____ AM PM Return Time: _____ AM PM

Transportation fee per student: _____ Additional student fees: _____

of students attending field trip: _____ # of chaperones attending field trip: _____

Names of chaperones:

1. _____
2. _____
3. _____
4. _____

Description of the trip and how it ties into your class curriculum (Reference JDS Policy AA416 2.B.):

Class period(s) missed while on the field trip: _____

Plans for supervision of non-attending students:

Potential School Conflicts:

Teacher signature: _____ Date: _____

Administration signature: _____ Date: _____

- If you are gone for more than one class period and your conference period, you will need to arrange for a substitute teacher to cover your other classes.
- You do not need a substitute if you are taking all of your classes on the field trip.
- Transportation requests for field trips must be submitted with this form.
- All CTE transportation requests for field trips must go through the CTE coordinator.
- An Activity Excuse List must be given to the attendance office two days prior to the field trip with permission slips.
- This completed form is due FOUR weeks prior to the field trip.
- **Once this form is approved, it must be submitted to the Assistant Principal over calendaring.**