

NORTH POSEY HIGH SCHOOL REQUEST FOR FIELD TRIP FORM

Teacher _____

Course _____

Location/Destination _____

Number of Students _____

Periods _____

Educational Objective _____

Dates(s) _____

Fund or Account # _____

Assistant Principal's Approval Required _____

Assistant Principal

Substitute Needed: Yes No Name of Substitute Scheduled _____

Transportation Confirmed _____

Athletic Director

A minimum of one chaperon per transportation vehicle. Field trips over thirty (30) students will need chaperones requirements authorized with administration.

DO NOT MARK THE FOLLOWING STUDENTS ABSENT ON THE DAY OF THE TRIP. THE OFFICE SHOULD BE INFORMED **BEFORE** DEPARTURE OF ANY STUDENT ABSENT AND NOT MAKING THE TRIP. *Students are responsible for making up any work.*

NOTE: Students with attendance or class failures may be denied going on field trip. Please be prepared to present an alternative assignment to any such student, and let them know where to report during the field trip.

List of Students (Alphabetical):

Parent Permission Forms on File: Yes No

Copy to Attendance _____

Copy to Teachers _____

Date Distributed: _____ Signature of Staff Member _____

This form should be approved by the Principal and in the hands of staff/faculty at least three (3) days in advance. (Rev. 6/24/05)