



FIELD TRIP REQUEST

(To be filed no later than fourteen days prior to field trip)

TRIP INFORMATION:

Date Required: _____ Class: _____

Time Required: From _____ a.m. To _____ a.m.
p.m. p.m.

Purpose of Trip: _____

Destination: _____

Requested By: _____ Date: _____
(Instructor's Signature)

Students will meet at: _____

NOTE: (a) NO TRANSPORTATION CLEARANCE IS NECESSARY
FOR STUDENTS MEETING AT THE FIELD TRIP SITE.

(b) LIABILITY TO THE DISTRICT AND INSTRUCTOR START
WITH THE INITIAL CONTACT WITH THE STUDENTS.

(c) FIELD TRIPS TO FOREIGN COUNTRIES ARE PERMITTED
WITH THE APPROVAL OF VICE PRESIDENT FOR
BUSINESS SERVICES.

☐ Bus Transportation to be provided
(To be cleared with Business Operations)

APPROVED BY:

Instructional Administrator

Date

Budget # (if applicable): _____ Amount: \$ _____

Distribution: White – Instructor
Yellow – Instructional Administrator
Pink – Admissions Office