

## Field Trip Request Form

My class will be attending a field trip to:

**REQUEST MUST BE MADE AT LEAST 2 WEEKS PRIOR TO TRIP**

Trip Date		Sponsor/Teacher	
Building/Grade			
# Students			
# Chaperones			
Educational Reason for this trip			

Please list which standards & benchmarks will be addressed on this field trip?

..... Complete transportation request below which will be given to Tom Essary once trip has been approved. ....

Pick up Where? Elem, MS/HS Front or Back Lot			
Date of Trip:		Destination:	
# of Students		Person in Charge:	
# of Chaperones			
Departure time from School:		Arrival at Destination:	
Departure back to School:		Return to Cardinal:	
<b>Are you requesting a Van (8 passenger including driver), Car (5 Passenger including driver), or a Bus?</b>			
Principal Signature		Date:	
Superintendent Signature		Date	

**Field trip process** You will submit your request to your building Principal preferably electronically, the Principal will then forward your request to the Superintendent, once approved or denied you will receive notification via email. If your application is approved it will be forwarded to Sherry VanBlaricom and she will get your transportation request to Tom Essary.

