



FIELD TRIP FORM

Please complete and return this form to the Principal's office at least 10 working days before planned trip.

Please request bag lunches from the cafeteria at least two weeks before planned trip.

Teacher/Sponsor: _____

Class/grade/club: _____

If this is not a contained classroom, please attach a list of students you are taking.

Date of Field Trip: _____

Leave time: _____ Return time: _____

Destination (Complete address) _____

In case of an emergency we may need to give parents directions to locate you.

Please list any special instructions that may be helpful for the office. We often take calls from parents and may need to know information such as: Bring a lunch, bring money, wear old clothes, bring a coat, etc. If possible, attach the handout letter you may have sent home with the students.