**REQUEST FOR FIELD TRIP**

**FORM DEADLINE:** **5 DAYS BEFORE VEHICLE IS NEEDED.**

**A current Class list with student names and addresses must be submitted with this form. Field trips taken away from school premises must have prior approval from the principal.**

**Transportation required shall be by school bus or other vehicle approved by the Superintendent or Director of Transportation. After completing this form, email to the principal, along with the required student names and addresses for approval.**

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| **School:** Select School | **Teacher:** Teacher | **Class/Grade:** Class/Grade | **Today’s Date:** Date |
| **Trip Date:** Date | **Trip Location:** Location | | |
| **Trip Schedule:** Schedule | **City:** City | | |
| **School Departure Time:** Departure Time | **From:**  Location | | |
| **Return Departure Time:** Return Time | **From:** Location | | |
| **Morton Arrival Time:** Arrival Time | **At:** Location | | |
| **Number of Students:** Number of Students | **Number of Adults:** Number of Adults | | |
| **Vehicle(s) Requested:** Vehicle(s) Requested | | | |
| **Additional Comments:** Comments | | | |

**To determine the number of buses needed, figure approximately 3 students per seat for Grades K-4 and 2 students per seat for Grades 5-12. For a trip involving many miles, figure 2 students per seat for all grade levels. A 78-passenger bus has 13 seats on each side.**

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| **Principal:**  **Request Approved** **Request Denied Date:** Date  **Comments:** Comments |
| **Transportation:**  **Request Approved Request Denied Date:** Date **Approx. Cost: Cost**  **Comments:** Comments |