

Nettleton School District  
Field Trip Request

Group to take on field trip \_\_\_\_\_

Teacher(s) making request \_\_\_\_\_

Trip Destination \_\_\_\_\_

Educational purpose of trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of proposed field trip \_\_\_\_\_ Depart time \_\_\_\_\_ Return time \_\_\_\_\_

Number of students involved \_\_\_\_\_ Name of driver \_\_\_\_\_

Signature of teacher \_\_\_\_\_

Name of all students and teachers must be turned into the office the day before the field trip and must be confirmed again on the day of the trip.

Requesting teacher must carry cell phone and leave number with the office.

Sack lunches for students missing a lunch period must be requested by the requesting teacher to the cafeteria manager with a list of names at least one week before the trip.

Bus requisition must be filed if this request is approved.

You must have permission slips signed by parent/guardian, which list emergency numbers and any medical conditions of which we should be aware.

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Superintendent \_\_\_\_\_

Date \_\_\_\_\_

School Board Approved \_\_\_\_\_

\*\*Board only approves if out of state.