

COLLEGE AND CAREER ADVANTAGE

Field Trip Request Form

This form must be completed by the person requesting the field trip ***three weeks prior to the field trip***. Failure to adhere to timelines may result in the trip being denied. Proper timelines are essential for school/parental notification and transportation arrangements. All requests must be approved prior to publicizing to students, committing to sites, businesses, etc.

Name of Instructor: _____

Class: _____

Objective of Trip: _____

Destination: _____

Address of Destination: _____

Will you require bus transportation? Yes _____ No _____

Date(s) of Trip: _____

Departing
Location: _____ Time: _____

Destination
Departure: _____ Time: _____

Number of Students Participating in the Field Trip: _____

Number of Teachers(s) and/or Adults Accompanying Students: _____

Teacher(s) Mobile Phone : _____

NOTE: Field trips scheduled during the school day must have prior approval of the high school using standard field trip procedure. Signed verification should be attached to this request.

Instructor's Signature

Date Requested

Supervisor

Date Approved

Executive Director, CTE

Date Approved