

LAMAR COUNTY SCHOOLS FIELD TRIP REQUEST FORM

Note: All field trips should be well planned and be of educational significance. A parent permission statement must be obtained for each student. This form must be completed by personnel sponsoring any school activity conducted away from the school premises six weeks in advance of the proposed activity.

School _____ Date _____

Sponsoring Teacher, Club _____ Cell# _____

Submitted by _____ Signature _____

Names of Teachers and School Staff who will make the trip. _____

Check: () Within County () Within State () Out of State () Overnight

Type of Field Trip (check one) () Academic () Athletic () Band () Other

Transportation by: School Bus _____ Charter Bus _____ (contract required, bus insurance, drivers name)

Are there any special needs or medical conditions? _____

Will a Nurse be needed? _____ Number of buses needed _____

Trip Destination _____

Proposed Date(s) of Trip _____

Grades Included _____ Number of Students _____ Number of Chaperones _____

Departure Time _____ Return Time _____

Educational Objective(s) and/or purpose(s) of the activity _____

Principal's Signature _____ () Approved () Disapproved Date _____

Transportation Director _____ () Approved () Disapproved Date _____

Superintendent _____ () Approved () Disapproved Date _____

Board Approval (Out of state and overnight only) YES _____ NO _____ Date _____

To be completed by bus driver(s) or principal after field trip: Bus numbers _____

Odometer reading before _____ after _____ Total miles _____

Departure Time _____ Return Time _____