

Continental Local School Field Trip Request Form

This form should be filed with the building principal at least seven (7) days prior to the date desired for any field trip.

_____ Building _____ Date

_____ requests transportation to:
_____ Organization

_____ on _____
_____ Destination _____ Date

We wish to leave at _____ and return at _____

Describe how this trip fits into the curriculum:

Absent for Lunch? _____ Number of people going on trip? _____

Number of Buses Needed? _____

Handicap Bus Needed? _____

The teacher will make the appointment with host institution and arrange for meals out if so planned. Also, he/she will notify the cafeteria of their planned absence. Student permission slips should be on file in the office before leaving. Teacher will contact building office in advance to obtain student EMA forms for trip. The superintendent's office will arrange for bus, driver, and bus permit.

Approved _____ Date _____
Building Principal

Approved _____ Date _____

FOR OFFICE USE: Driver _____ Bus _____