

Harrison Hills City School District

FIELD TRIP REQUEST

This form is designed to be accessed, completed and printed from the district's website.

Teacher(s) requesting: _____

Building: _____ Subject/Grade Level: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Substitute Required: Yes No Period(s) requiring coverage _____

Destination*: _____

Fee required by student: Yes No If yes, amount: _____

Is a bus required:** _____

Number of adult supervisors in addition to the teacher(s): _____
(Must have a completed BCII background check)

Purpose and/or goals of the trip (Please relate to academic standards):
Brief description of how the students are prepared for the trip:
Planned Follow-up Activities:

* If the destination is overnight, School Board approval is required. The School Board normally meets once per month, so please submit this form two weeks in advance of the monthly meeting.

** If a bus is required, please be sure to complete a **SCHOOL BUS REQUEST FORM**.

(All forms must be submitted to the district two weeks prior to the field trip)

PRINCIPAL APPROVAL: Yes No

Signature of Principal

SUPERINTENDENT APPROVAL: Yes No

Signature of Superintendent