

## Secondary Schools Field Trip form

Teacher's name \_\_\_\_\_

Middle School \_\_\_\_\_ High School \_\_\_\_\_

Faculty Chaperones \_\_\_\_\_

Name of trip \_\_\_\_\_

Destination \_\_\_\_\_

Relevance \_\_\_\_\_

Date of trip \_\_\_\_\_ Time or Periods of trip \_\_\_\_\_

Course Number \_\_\_\_\_ Section Number(s) \_\_\_\_\_

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Course Number \_\_\_\_\_ Section Number(s) \_\_\_\_\_

### Large groups

Entire class \_\_\_\_\_ Yes \_\_\_\_\_ No Total number of students \_\_\_\_\_

If names are to be deleted from entire class roster , please attach a roster and cross off those names.

**Small groups** Please attach a list of student names (*Please alphabetize & list grade level*)

Directions: Removing students from regularly scheduled classes constitutes a field trip. This includes trips outside the building, special events held in school. This form is to be completed for all field trips and given to the tech office by **the Thursday prior to the week of the trip.**

As a courtesy to the faculty, you need to send a notice to all faculty informing them of your plans two weeks in advance. When planning a field trip outside the building, the nurse must be informed as well.

Note the Day of the trip you must call in your attendance before the official start time of the trip at X 7535 or if very early use 7532. Students who do not go on the trip, must be removed from the list BEFORE the start time.