

Raymond School District Policy – IJOA-R\*

REQUEST FOR EDUCATIONAL FIELD TRIP

At least two (2) weeks before the proposed day of any field trip involving transportation, the teacher shall supply the following information in duplicate to the Principal.

Grade \_\_\_\_\_ Date \_\_\_\_\_

Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_ Estimated Miles \_\_\_\_\_

Departure Time \_\_\_\_\_ Return by \_\_\_\_\_

Number of Pupils \_\_\_\_\_ Adults \_\_\_\_\_

Teacher \_\_\_\_\_

Bus Driver \_\_\_\_\_

Names of Chaperones \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adopted: August 1, 2002