

Overnight Field Trip Yes No

Date Received in Central Office _____

TIPTON COUNTY SCHOOLS FIELD TRIP REQUEST

*All Over Night Field Trips must be Board approved. A Field Trip Agenda must be attached to the Field Trip Request. Over Night trips must be received in the Central Office one week prior to the monthly board meeting. No Field Trip Requests are to be submitted after the trip date.

School:		Request Date:	
Teacher(s):		Class:	
Number of Students Involved:		Number of buses needed:	
Field Trip Date:		Alternate Date:	
Emergency Cell Phone Numbers:			
Administrators:	Teachers:	Parents/Guardians:	Total Chaperones:
Destination:			
Field Trip Purpose:			
Departure Date & Time:		Return Date & Time:	
Activities:			
Method of Evaluation:			
Follow-Up Activities:		Principal's Checklist	
		<input type="checkbox"/> Purpose of Trip <input type="checkbox"/> Transportation Arrangements <input type="checkbox"/> Cost <input type="checkbox"/> Agenda <input type="checkbox"/> Parent Permission Form (Attached)	
		<input type="checkbox"/> Date <input type="checkbox"/> Time of Departure & Return <input type="checkbox"/> Travel Plans <input type="checkbox"/> Destination <input type="checkbox"/> Number of Chaperones: Over night Minimum – 1:7; Other Minimum – 1:10 <input type="checkbox"/> Rules of Conduct <input type="checkbox"/> Penalties for violation of rules of conduct <input type="checkbox"/> Other facts necessary for parents <input type="checkbox"/> Permission Form signed by student & parents <input type="checkbox"/> Parent Meeting prior to overnight trip <input type="checkbox"/> Sign in sheets at parent meeting <input type="checkbox"/> Minutes kept	

Approved Disapproved Principal _____ Date _____
 Approved Disapproved Supervisor _____ Date _____
 Approved Disapproved Director of Instruction _____ Date _____
 Approved Disapproved Director of Schools _____ Date _____

*Attach an additional sheet if more space is needed.