

**Field Trip Request Form**  
(Eligibility for Transportation Reimbursement)

Teacher Requesting Field Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_

Grade/Class/Organization \_\_\_\_\_

Proposed Site of Field Trip \_\_\_\_\_

Circle Yes or No

1. On the day of the proposed trip, the field trip site is the assigned attendance center for all students in the grade/class/organization?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

2. The Field Trip is part of the School day?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

3. Parents, students, or organizations are paying for any part of the transportation costs of the trip.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

4. Will there be chaperons and who are the chaperons? Any and all chaperons MUST be approved by the administration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how this Field Trip directly relates to the education curriculum of your grade/class/organization.

To Be Completed by the Building Principal

This trip is eligible for transportation reimbursement:                      Yes                      No

Permission for this Field Trip is:                      Granted                      Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ONCE APPROVED:** Please fill out the bus request form on the District website under the “staff” tab. This is a requirement to receive your transportation.