



UNION COUNTY PUBLIC SCHOOL SYSTEM

REQUEST FOR A SCHOOL FIELD TRIP

Name of School: \_\_\_\_\_

Teacher/Teachers: \_\_\_\_\_

Group Name or Grade: \_\_\_\_\_ Date of Trip \_\_\_\_\_

Estimated number of students attending: \_\_\_\_\_ Number of fee eligible fee waiver students: \_\_\_\_\_

Cost of trip per students: \_\_\_\_\_ Method of financing: \_\_\_\_\_

Destination: \_\_\_\_\_  
(List all destinations/activities)

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Overnight/Out of State Plans: \* \_\_\_\_\_

Transportation Plans: \_\_\_\_\_

Lunch/Meal Plans: \_\_\_\_\_

Arrangements for students who are not attending the trip: \_\_\_\_\_

Curriculum Standards:

Please attach your lesson plans and activities that coordinate with this trip. Include standards, learning expectations, and performance indicators addressed through this trip.

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

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

Signatures above certify that all school board policies and school rules will be strictly observed and followed. This form must be approved by the principal at least two weeks prior to the date of the field trip and before final confirmation of arrangements.

\* Requires board approval. (Submit this form no later than the last day of the month prior to the trip.)

Note: One day prior to your trip, please submit a list of your students and identify those who are attending the trip, those who will be staying at school, and those who are claiming a fee waiver. A copy of Parental Consent and Emergency Information for School Trips Form for each student must be kept with school officials at all times during the school trip.