**Neshoba County School District Field Trip Request Form**

**School** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Teacher** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Class/Club** \_\_\_\_\_\_\_\_\_\_\_\_

**Date Request Submitted** **Date of Field Trip**

**Destination \_\_\_\_\_\_\_\_\_\_\_\_**

**Destination address \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Destination phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Departure** \***Return Time**

**Method of Transportation**

**Number of Students** **Number of Adults**

(Please attach a student roster with contact information in case of emergency. Also attach a listing of adults designating chaperone(s) if applicable.)

***\* Return time:*** *all field trips must return in time for buses to be at their assigned schools afternoon route.*

**Educational Goal of Trip (Please include relevant educational objectives):**

**Describe the methods you will use to measure the achievement of the education goal?**

**Name of Bus Driver(s):**

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

**Route to follow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding Source:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved** \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Disapproved** \_\_\_\_\_ **Signature of Principal or Director** **Date**

**Approved**  \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Disapproved** \_\_\_\_\_ **Signature of Federal Programs Dir. (if App)** **Date**

**Approved** \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Disapproved** \_\_\_\_\_ **Signature of Superintendent** **Date**

**NOTE**: This form must be completed and submitted ***TWO WEEKS*** in advance to the principal and must be signed by the superintendent no later than ***ONE WEEK*** prior to the trip. The Transportation Director must be contacted ***TWO WEEKS*** in advance for a Bus Permit. Any request for reimbursements must be attached to this form.