

CLEVELAND CITY SCHOOLS
CLEVELAND, TENNESSEE

FIELD TRIP FORM

The _____ class at _____ School requests permission to participate in the following education field trip:

What are students expected to gain from the trip (be specific)? _____

What pre and post activities will be used to evaluate and supplement the field trip? _____

Place of Trip: _____ Date of Trip: _____

Cost of Trip: _____ Source of Funding: _____

Does this field trip take place during an instructional day? Yes No

No student, regardless of income, shall be required to pay a fee in order to participate in a field trip, any part of which occurs during the school day. This does not apply to field trips taken for extracurricular activities, clubs, or competitions.

Time of Departure: _____ Return Time: _____

Mode of Transportation: _____

Number of Students: _____ Number of Chaperones: _____

Names of Teachers Attending: _____

Food Service has been contacted regarding any necessary changes for lunch for the students. Written permission from the parent/guardian of each child will be obtained prior to the trip.

Overnight Trip: Yes _____ No _____
Number of class days missed during the trip: _____
Date of Board of Education Approval: _____

_____ Request Approved by Principal
_____ Not Approved by Principal

Teacher's Signature Date

Principal's Signature Date

_____ Request Approved by Director
_____ Not Approved by Director

Director's/Designee's Signature Date