

Field Trip Request Form – Highview Middle School

Teacher Name _____

Please complete this section one month prior to the field trip. These things must be done before sending out your permission slip.

Field trip to _____

Purpose of field trip _____

Date of trip _____ Times _____

Staff attending _____

Are subs needed? For? _____

Number of students attending _____

____ Check the Master Calendar with Deb Diederich

____ Fill out a Bus Charter Request Form. Turn in completed form to Deb Diederich in the office.

____ Upon receiving the bus quote, Deb will forward the quote on to you.

____ How much will the activity cost per student? Ticket fee, entrance fee, buses, etc. **Cost:** _____

____ Give this form to Lindsey. She will contact you regarding approval.

____ Approved _____ *Principal Signature* _____

Following principal approval, please communicate by completing the following:

____ Schedule the final field trip date with Deb Diederich.

____ Give a copy of permission slip to Lindsey for review **before giving to students**.

____ Inform Bookkeeper, Carolyn Robinson, of field trip.

____ Contact our Health Para, Keri Rudnick. What staff member will be responsible for medication/first aid bag?

____ Inform Shanika Williams, Attendance, of who will be attending the field trip.

____ Contact Nutrition Services Lead Cook, Janice Lorenz

Will students be out of the building over their lunch time? **Yes / No**

Will you need bag lunches? **Yes / No How many?** _____

____ Send an all staff email indicating grade, date & time of field trip.

____ Submit this form & final copy of permission slip to Deb at least two weeks prior to the trip.