

One Day FIELD TRIP PRINCIPAL REQUEST

**Must be approved by Mr. Moon*

Person Submitting Request
(Program Director)

Signature

Date of Request

Name of Group

Destination

Dates of Trip

Departure Date/Time

Return Date/Time

of students involved _____

of substitute(s) required _____

Additional sponsor(s) attending: _____

PURPOSE OF TRIP:

Trip must be educational in nature relating to specific goals/objectives currently being taught. Trips used as incentives must be paid for by the school with no expense incurred by the student. To be used as an incentive, all students must be eligible with standards preset so students earn the right to participate. Be sure to list the objectives the trip addresses, how this trip related to the objectives, and how the effectiveness of the trip will be assessed. _____

LISD budget code or Activity Code used for trip _____

school buses needed _____, or what other means of transportation? _____

Dept Head Signature

Approved

Disapproved

Date

Principal's Signature

Approved

Disapproved

Date