

**CREVE COEUR SCHOOL DISTRICT NO. 76  
REQUEST FOR FIELD TRIP FORM**

Teacher Making Request \_\_\_\_\_ Date \_\_\_\_\_

Grade and/or Subject \_\_\_\_\_

Date of Trip \_\_\_\_\_

Itinerary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Directions to Each Location \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe How This Field Trip Correlates with the Educational Curriculum \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher and Adult Chaperones \_\_\_\_\_

\_\_\_\_\_

Number of Students \_\_\_\_\_ Have Dates Been Confirmed? \_\_\_\_\_

Time Leaving \_\_\_\_\_ Time Returning \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Building Principal

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Superintendent

**The following checklist is provided to help insure the success of your field trip.**

- \_\_\_\_\_ Teacher has made arrangement for radios.
- \_\_\_\_\_ Teacher has made arrangement for required medications.
- \_\_\_\_\_ Permission slips received from all parents.
- \_\_\_\_\_ Teacher has notified cafeteria, if applicable.
- \_\_\_\_\_ Teacher has left detailed directions of route and emergency contact information with school office personnel.