

MADISON-GRANT UNITED SCHOOL CORPORATION
FIELD TRIP REQUEST

Teachers desiring to take their students on a field trip must submit this request form in triplicate to their principal or supervisor at least two weeks prior to the date of the proposed trip.

School: _____ Date: _____

Teachers _____

Trip Type: Educational

Grade or Class, Etc. _____ No. Of Students _____

No. of Buses Needed: _____ No. Of Adults _____

Destination: _____

Date of Trip: _____ Cost Per Student: _____

Time of Departure: _____ Time of Return: _____

Purpose of Field Trip: _____
If returning after 2:35pm (PreK-6) or 3:00pm (7-12) on regular school day,
trip sponsor needs to arrange student pick up with parents prior to the field trip

(Complete This Section for Educational Field Trips)

Describe how field trip will be correlated to the regular classroom activities.

Signature of Teachers: _____

Approved - Not Approved Approved - Not Approved

Principal or Supervisor Superintendent

Comment: _____
