

## TEACHER’S FIELD TRIP REQUEST FORM

1. Destination of the trip: \_\_\_\_\_

2. Date trip is to be taken: \_\_\_\_\_

3. Approximate departure and return time for the trip –

Depart: \_\_\_\_\_ Return: \_\_\_\_\_

4. Grades and teachers planning to go on the Field Trip – (Each teacher sign)

Name

Grade

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5. Please list the number of extra chaperones (other than teachers that you expect to take along)

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6. Signature of teacher in charge: \_\_\_\_\_

7. Date Submitted: \_\_\_\_\_

8. Objectives in taking the trip: \_\_\_\_\_

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9. Planned follow-up activities: \_\_\_\_\_

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10. Permission granted: \_\_\_\_\_ Permission NOT granted: \_\_\_\_\_

Date: \_\_\_\_\_ Principal’s Signature: \_\_\_\_\_

Reason why Not Granted: \_\_\_\_\_

**Note: No consent form signed by parents can release a member of the faculty of his or her negligent act. The parent’s signature, however, shows that they were aware of the activity and gave consent for their child’s participation. Therefore, while consent forms do not absolve the school of its responsibility to provide, within reason, for the safety of the children, a document form should still be used.**