**PHS FIELD TRIP REQUEST**

***\*Please submit this form to the Principal along with other required forms***

***at least 2 weeks prior to your requested field trip.\****

**Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trip Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Trip Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description (where & why): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**When planning this trip, I…**

1. \_\_\_\_\_\_Avoided “no field trip” dates.
2. \_\_\_\_\_\_Received School Board Approval for out of state trips (Meeting Date: \_\_\_\_\_\_\_\_\_).
3. \_\_\_\_\_\_Verified all students have submitted the required parent permission sheets.
4. \_\_\_\_\_\_Cleared attendance through PHS office for any students not approved to attend.
5. \_\_\_\_\_\_Arranged transportation
* \_\_\_\_\_**Completed and attached bus request form if using a bus.**
* \_\_\_\_\_**Made reservation if using the school van(s).**
* \_\_\_\_\_**Reviewed Student Transportation Policy (8640).**
1. \_\_\_\_\_\_ Contacted Health Room to request a first aid kit or student health concerns in advance.
2. \_\_\_\_\_\_ Will notify staff of students attending 1 week prior to the field trip

**Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Departure Reminders**

1. \_\_\_\_\_\_ Print and take along all student Health Plans (IHP).
2. \_\_\_\_\_\_ Pack student medications and first aid kit (if applicable).
3. \_\_\_\_\_\_Take attendance before you leave school.

**Return Reminders**

1. \_\_\_\_\_ Take attendance when you return.
2. \_\_\_\_\_ Let the attendance office know if you return early for accurate record-keeping.