

**WATERVLIET CITY SCHOOL DISTRICT
WATERVLIET, NEW YORK 12189**

FIELD TRIP REQUEST FORM

Note: Submit completed form to Principal a minimum of TWO WEEKS prior to field trip. Attach a copy of parent letter/permission slip/student behavior contract. Failure to do so will result in automatic disapproval.

Name: _____ Date Submitted _____

Field Trip Requested: _____

Dates (s) of Field Trip _____ Location _____ Departure Time From School _____

Location Phone No. _____

Arrival At Site _____ Departure From Site _____ Return Time At School _____

Briefly explain the educational value of this field trip: _____

Briefly list day's itinerary and time schedule: _____

Number of students participating: _____ Number of substitute teacher (s) _____ Mode of Travel: _____

Upon approval, please submit completed permission slips for all students to the building principal five days prior to the field trip.

Chaperone Names Must be Included on Date of Form Submission (Minimum - 1 per 10 students (day trip); 1 per 5 students (overnight trip)).

Requested District Funding:

Specify Type:	Amount:
Substitute Teacher Cost	\$ _____
_____	_____
_____	_____
_____	_____
Total District Cost	\$ _____

Principal
Recommend (Approval/Disapproval)
Signature _____
Date _____

District Bus/Driver
Available/Not Available
Signature _____
Date _____

Superintendent
Approved/Disapproved
Signature _____
Date _____

Received In Superintendent's Office:

Comments:

Distributed:

(white: Superintendent's Office - green: Business Office - canary: Principal's Office - pink: Individual Concerned - goldenrod: Transportation Coordinator)