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**Field Trip Request Form for Board Approval**

**~ FIELD TRIP INFORMATION ~**

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| **School** | **Grade(s)** |
| **Teacher(s)** | **No. of Pupils** |
| **Day of Trip** | **Date of Trip** | **Departure Time** | **Return Time** |

**~ ALL CATEGORIES MUST BE COMPLETED ~**

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| **Number of student days missed:** | **Submittal Date:** |
| **Location and Trip Itinerary:** |
| **Objectives of Trip:** |
| **Academic Standards to be met as a result of this trip:** |
| **Planned follow-up activities:** |
| **Description of Chaperones:** | **If Chaperones are NOT employees, please****check box to confirm ALL required** **clearances are on file. ** | **Chaperone-to-Student Ratio:** |

**~ ESTIMATED COST OF TRIP ~**

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| **School District Costs** (i.e., subs, transportation, bus requirements: Matthews\_\_\_\_- # of Buses \_\_\_\_\_; Other Vendor \_\_\_\_):**Detailed Cost to students and/or group:****How will trip be financed:****Please attach contract, proposal or any other information.** |

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| **Approval**Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date approved by Board: |