

Date Rec'd Building Office: \_\_\_\_\_

Date Rec'd Central Office: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

**MILAN COMMUNITY SCHOOLS**

**FIELD TRIP REQUEST**

*This form must be submitted ten school days prior to trip and be complete, accompanied by a permission slip, itinerary, and other pertinent information. Student lists are subject to approval by the principal/guidance counselor. Overnight and out-of-state trips (except to the greater Cincinnati area) must have school board approval.*

Teacher(s)/Sponsor(s) in Charge: \_\_\_\_\_

Class/Group: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Activity/Destination: \_\_\_\_\_

Educational Objective (specific curricular standards or unique cultural experience are *required* for approval):

\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time Leaving School: \_\_\_\_\_ Time Returning to School: \_\_\_\_\_

Mode of Transportation Requested: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

List Approved by Guidance: \_\_\_\_\_ List Approved by Principal: \_\_\_\_\_  
Initials/Date Initials/Date

Cost per Student: \_\_\_\_\_ Method of Financing: \_\_\_\_\_

Periods substitute needed (don't circle prep period):    1    2    3    4    5    6    7

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Approved / Disapproved: \_\_\_\_\_  
Principal Date

Approved / Disapproved: \_\_\_\_\_  
Superintendent Date

Approved / Disapproved: \_\_\_\_\_  
School Board (if applicable) Date

Transportation Arrangements: \_\_\_\_\_