

FIELD TRIP REQUEST



*Submit to the principal

Teacher/Moderator: _____ Date of Trip: _____

Type of Field Trip: _____

Number of Students: _____ Grade Level(s): _____

Place of Departure: _____ Time of Departure: _____

Bus or Van Needed: Yes No

Destination: _____

Time Spent at Destination: _____ Time of Return to SJS: _____

Standard/s Covered: _____

NOTES TO THE TEACHER/MODERATOR:

- **Medical Emergency Forms:** Teacher/Moderator is required to carry copies of Medical Emergency forms for ALL students involved in the activity. Arrangements for copies should be made with Brittany Millard 72 hours prior to departure.
- **Student Activity Consent Form:** Each student must submit a Student Activity Consent Form or handwritten permission note signed by a parent/guardian.
- **After Hours Return:** If students will be returning to Saint John's after regular school hours, the teacher/moderator may NOT leave SJS until ALL students have been picked up.
- **Substitutes:** If the field trip is approved, please inform Mary Ann Hartwell of your substitution needs. It is the responsibility of the teacher to verify that a substitute has been assigned.
- **Notification of Student Participants :** If the field trip is approved, please inform all teachers of those students who will be out of class for the field trip. The sooner you can inform teachers the better (email is preferred). However, you are required to give teachers a notice of at least three full school days.
- **Checks:** If you need to bring a check to the event for payment, complete a check request form and submit it to RJ Valentic at least five (5) days in advance.

Field Trip Approved Denied

Signature of Principal

Date