

FIELD TRIP REQUEST FORM – Eastern Local Schools

This form must be used to request ALL field trips and must be submitted two weeks in advance of a planned field trip. In addition, end of the year field trip requests must be in no later than April 1st.

Today's date _____ Date of Trip _____

Departure Time _____ Return Time _____

Group Name _____ Place of Departure _____

Destination/s _____

Directions _____

Responsible person/s name attending _____

Number of students _____ Number of adults _____ Number of buses requested _____

Are there any special circumstances or need? _____

Trip paid for by _____

Give a brief description of the educational benefits to be derived from this trip.

NOTE: THE OHIO REVISED CODE PROHIBITS EATING ON A MOVING BUS, PUTS THE DRIVER TOTALLY RESPONSIBLE FOR SAFETY, PROHIBITS BLOCKING ENTRANCES OR AISLE WAYS AND REQUIRES ALL TO BE PROPERLY SEATED WHILE MOVING. SUPERVISING ADULTS ARE ASKED TO HELP ENFORCE THESE RULES:

Approved by Principal _____ Date _____

Approved Superintendent _____ Date _____