

**PIQUA CITY SCHOOLS  
FIELD TRIP REQUEST FORM**

Teacher(s) \_\_\_\_\_ School/Class \_\_\_\_\_  
Request Date \_\_\_\_\_ Trip Date \_\_\_\_\_ Destination \_\_\_\_\_  
Departure Time \_\_\_\_\_ am \_\_\_\_\_ pm Return Time \_\_\_\_\_ am \_\_\_\_\_ pm  
# of Students \_\_\_\_\_ # of Staff/Chaperones \_\_\_\_\_ Did you notify the head cook well in advance? \_\_\_\_\_  
\_\_\_\_ We need bus transportation for this trip. \_\_\_\_ We need van transportation for this trip. \_\_\_\_ This is a walking trip.

**I have worked with officials from our trip destination, administrators, transportation dept., teachers, school nurse, parents, and students to ensure provisions have been made at the trip destination and with transportation, if and when required, to accommodate students and/or chaperones with disabilities (no trip will be approved without this process being thoroughly completed).**

\_\_\_\_ Yes \_\_\_\_ No By checking 'Yes' you affirm that ALL students and chaperones have safe and equal access to attend this field trip.

If accommodations are necessary, please write the plan in this space. Use the back of this form if you need more space. Thank you.

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

Purpose of Trip \_\_\_\_\_

Specific Learning Objectives to be Accomplished:

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

Student Behaviors that will Confirm Achievement of the Learning Objectives:

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

Pre-Trip Lessons/Activities to be done in the Classroom:

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

Post Trip Activities/Lessons to Reinforce/Extend Learning:

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

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

**Field Trip Approval**

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_ Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_