

Woodridge Local School District

FIELD TRIP REQUEST FORM

PLEASE SUBMIT WITH SCHOOL BUS TRAVEL CERTIFICATE

****REQUEST REQUIRES A TWO WEEK NOTICE PRIOR TO THE DATE OF A FIELD TRIP****

Teacher _____ School/Class _____

Request Date _____ Trip Date _____ Destination _____

Number of Students _____ Number of Staff/Chaperones _____

Departure Time: _____ Return Time: _____ School Nurse or Medical Assistant Needed: _____

Purpose of Trip _____

Course of Study _____

Specific Learning Objectives to be Accomplished:

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Course Objectives Related to the Learning Objectives:

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

Post Trip Lessons/Activities to Reinforce/Extend Learning:

I have utilized the guidelines in AG 2340A to plan, conduct, and evaluate the trip and, upon arrival of the trip, I will obtain parental permission (Form 2340 F2 or Form 2340 F2a) and use the Checklist for Trips (Form 2340 F3).

Field Trip Approval

Principals: Forward the School Bus Travel Certificate AND the Field Trip Request Form to Transportation.

Principal: _____ Date: _____

Transportation: _____ Date: _____

Director of Academic Services: _____ Date: _____

Superintendent: _____ Date: _____

Trip Approved: _____ Trip Denied: _____

Field Trip Request Procedures

1. Check the anticipated field trip date. Building secretaries and principals have access to a District shared Google Calendar to monitor field trips and avoid scheduling conflicts.
2. Complete the Field Trip Request Form AND the School Bus Travel Certificate. Submit BOTH to your building principal for approval.
3. If a Medical Assistant or School Nurse is needed, you must indicate so on the Request Form AND notify the appropriate personnel (medical assistant or school nurse).
4. Principals will forward the Field Trip Request Form AND the School Bus Travel Certificate to the Transportation Department for approval.
5. The Transportation Department will Approve or Deny the Field Trip based on bus/driver availability.
6. The Transportation Department will KEEP the Bus Travel Certificate and will FORWARD the Field Trip Request to the Director of Academic Services.
7. The Director of Academic Services will Approve / Deny the trip and forward the Request to the Superintendent for final approval.
8. The secretary to the Superintendent will send final approved/denied Field Trip Request forms to the teacher and building principal.

Field Trip Guidelines:

Field Trip Requests must reach the Transportation Department **at least two (2) weeks prior** to the departure date.

Field Trips will only be granted between the hours of **9AM and 2PM**.

(Field Trip busses cannot depart the district prior to 9AM and must return to the district by 2PM)

The Field Trip Request Form AND the School Bus Travel Certificate MUST BE submitted together.

If there are any changes to a trip, they need to be communicated as early as possible to all departments involved.

9/02

4/4/12

8/18