

PARKVIEW SCHOOL DISTRICT
Orfordville, Wisconsin 53576

FIELD TRIP REQUEST

DATE OF REQUEST	CLASS		
DESTINATION(S)			
REASON FOR REQUEST			
DATES HELD	NO OF STUDENTS	COST OF TRIP PER STUDENT	APPROXIMATE MILEAGE - ROUND TRIP
MODE OF TRANSPORTATION			
BUS <input type="checkbox"/> NO. OF BUSES REQUESTED _____ SUBURBAN <input type="checkbox"/> NO. OF BUSES SUBURBAN REQUESTED _____			
CHAPERONES			
1. _____ 2. _____ 3. _____			
TIME OF DEPARTURE	DEPART FROM		
TIME OF RETURN	RETURN TO		
BUDGET LINE TO BE CHARGED			

The following regulations are pertinent to all field trips.

1. All field trips taken during or after school hours must have the prior approval of the building principal by at least 5 days in advance of the scheduled trip.
2. All fields trip requests must be submitted in writing utilizing this form.
3. All field trips taken during school hours must be directly related to the subject matter of the course sponsoring the trip.
4. No overnight field trips may be taken without the express prior approval of the school board.
5. All students must have a signed parent permission slip to participate in a field trip. These slips must be deposited in the school office prior to the departure of the trip.
6. Under no circumstances are any vehicles utilized on field trips to be operated by students.
7. All students must remain with the field trip until its return to school and must return on the bus unless permission is received from the principal to use another means of transportation.
8. School buses are not available before 8:50 A.M. and between 2:15 and 4:45 P.M.
9. All buses will be ordered through the Business Office on approval of the building principal. Teachers and principals will not order buses individually. The only exception to this is the athletic director.

REQUESTED BY: _____
TEACHER _____ DATE _____

APPROVED BY: _____
PRINCIPAL/ADMINISTRATOR _____ DATE _____

TRANSPORTATION SUPERVISOR _____ DATE _____

BUSINESS MANAGER _____ DATE _____

COMMENTS: _____

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