

Hallie Randall Elementary Field Trip Request Form

* Needed at least 2 weeks prior to date of field trip.

** You will use your approved copy of this form as your attendance slip form which must be turned in to the secretary prior to leaving on day of trip.

Teacher Making Request: _____ Date of Trip: _____

Time of Departure: _____ Time of Return: _____ Destination: _____

Educational Value of Trip: _____

Address: _____ Phone #: _____

Number of Students : _____ Number of Sponsors: _____

Cost per Student: _____ Lunch Plans: _____

Type of transportation being requested:

School Bus _____ Do you need a driver? _____

School Truck _____ Other _____

List all students who will be participating in this trip:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal Signature: _____

Date Sent to Transportation: _____

