



REQUEST FOR APPROVAL OF SCHOOL SPONSORED TRIP

INSTRUCTIONS

This is a fillable PDF form. Save the PDF form to your computer. Open the form in Adobe Reader, fill out the form, use the "Save As" button at the bottom of the page to save the file, then attach the saved PDF form to your email and send to your Principal. If field trip is overnight or out of state, please submit an itinerary along with approval form. All overnight and out of state trips must be approved by the MCS Board of Education.

School: _____ Teacher Name: _____

Subject/Grade: _____ No. Students in the class: _____ No. Students going on trip: _____

Trip to: _____ Location: _____

Date and time of departure: _____ Date and time of return: _____ No. of school days missed: _____

Explain the educational purpose of the trip including standards and objectives:

Bus Driver:

Assigned Bus (CO Use Only):

List all chaperones:

Will bag lunches be needed? YES ___ NO ___

How many bag lunches will be needed? _____

Emergency phone numbers:

Cost per student: _____ Cost to MCS: _____ Other funding: _____

If fund-raising is required list projects: _____

If substitute is required list funding source: _____

APPROVALS

Principal Approval: YES ___ NO ___ _____
Principal

Superintendent Approval: YES ___ NO ___ _____
Superintendent or Designee

Board Approval: YES ___ NO ___ _____
Chairman, Macon County Board of Education