



# FIELD TRIP REQUEST FORM

## FIELD TRIP INFORMATION

All requests must be submitted four weeks in advance and must be signed by the Principal and sent to Transportation before approval from the Assistant Superintendent of Curriculum and Instruction. Once approved by the Assistant Superintendent, the Transportation Department is notified and an email is sent to school and teacher. Please return when completed to the Transportation Department for filing and payment.

School	<input type="checkbox"/> Early Childhood Program <input type="checkbox"/> Lee F. Jackson <input type="checkbox"/> Highview Elementary <input type="checkbox"/> Richard J. Bailey <input type="checkbox"/> Woodlands Middle/High School <input type="checkbox"/> Other:	Grades	Departure Time	Returning Time
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Destination	Date of Trip
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Education Summary
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Address
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Number of Students	Special Needs	Wheelchair	Chaperones	Total on trip
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Student List Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Chaperone List Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Summary Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Principals Approval <input type="checkbox"/> Yes <input type="checkbox"/> No
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Signature:	Date:
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## TRANSPORTATION USE ONLY

Number of Buses	Number of Vans	Funds in Budget Code <input type="checkbox"/> Yes <input type="checkbox"/> No	Budget Code
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Estimated Cost	Actual Cost (when invoiced)	Remaining Funds
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Trip booked with Royal Coach Lines <input type="checkbox"/> Yes <input type="checkbox"/> No	Yonkers Office <input type="checkbox"/> Yes <input type="checkbox"/> No	Greenburgh Office <input type="checkbox"/> Yes <input type="checkbox"/> No
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Sent for payment	Invoice Number	Amount
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Signature
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## ASSISTANT SUPERINTENDENT FOR CURRICULUM USE ONLY

Application for trip approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Chaperone list approved <input type="checkbox"/> Yes <input type="checkbox"/> No
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Signature:	Date
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