

## Field Trip/School Event Request Form

This form should be used any time you are requesting that students be excused from their classrooms for any event or activity. Approval will be limited one event per week per student. Please check shared Calendar before filing out this form. An electronic version of this form can be found on the high school webpage. (Type into the search bar: "Field Trip Event Form")

When approved, a copy of this form will be uploaded to the Calendar.

Name of Event: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Number of Students Attending: \_\_\_\_\_

Where (include address if applicable) will the event take place? :

\_\_\_\_\_

Staff Contact for Event: \_\_\_\_\_

Print/ Signature

Class Periods Affected (circle):      1      2      3      4a      4b      4c      5a      5b      6      7

Please include the names of all students (alphabetically) involved. This includes set up, clean up, or other support.

Approval Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Entered into Calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: 9/11/18 EP