



Nordonia Hills City Schools Field Trip Requisition

All original field trip requests must be submitted directly to the Transportation Department no later than two (2) weeks prior to your trip to allow time for scheduling. Do not send to the Board Office – this will delay processing and may prohibit us from accommodating you. Please plan accordingly.

Date _____ Teacher/Coach/Organization Name _____

School/Group _____ Grade Level/Class _____

Phone _____ Email _____

Date of Trip _____ Number of buses _____ Number of students _____

Destination _____

Address _____

Phone _____

Departure Time from school _____ Arrival Time back at school _____

Note: No field trip will be scheduled during a school day earlier than 9:15 am. All buses must be back in the District NO LATER THAN 1:30 pm.

Purpose of Field Trip _____

Provisions for students not going on trip _____

Lunch Provisions _____

Is a substitute required Yes _____ No _____

Is this an overnight trip? Yes _____ No _____

If yes, Board Action Date taken _____

How is the cost of this trip being covered? Grant _____ Fundraiser _____ Other _____

Purchase Order Number – Vendor 265108 Business Office _____

(Please attach Field Trip Cost Worksheet)

Billing information if covered by PTA, Boosters, Outside entity – *Name, address, email required –*

(Petermann will direct bill the District; Business Office will invoice the outside group – no PO required)

Teacher/Coach/Organizer Signature _____ Date _____

Principal Signature _____ Date _____

For Petermann Use

Field Trip ID Number _____ Date Booked _____

For Central Office Use

Curriculum Director Signature _____ Date _____

Business Director _____ Date _____

– or - Superintendent Signature _____ Date _____