

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
FIELDTRIP REQUEST FORM

BUILDING _____ TEACHER _____

GRADE _____ SUBJECT _____ NO. OF STUDENTS _____

DESTINATION _____ DATE OF FIELDTRIP _____

OBJECTIVES OF TRIP: (Educational Benefits, etc.) _____

TRANSPORTATION BY: BUS _____ WALK _____

PRIVATE CAR _____ OTHER _____

DEPARTURE TIME _____ RETURN TIME _____

MEAL ARRANGEMENTS (If required) _____

PERMISSION SLIPS WILL BE SENT OUT _____

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APPROVED BY ADMINISTRATOR _____ DATE _____

APPROVED BY ADMINISTRATION OFFICE _____ DATE _____

COMMENTS: _____

**THIS REQUEST MUST BE ON FILE IN PRINCIPAL'S OFFICE ONE (1) WEEK PRIOR TO
FIELDTRIP, ALONG WITH A TRANSPORTATION REQUEST IF NEEDED.**

Distribution: Administration Office Building, following approval

ADOPTED: (Originally, a non-policy procedure form **ADOPTED:** September 10, 2001) April 18, 2017