



LYONS CENTRAL SCHOOL FIELD TRIP REQUEST FORM

Instructions: Please prepare and submit via the principal to the district Superintendent for approval. This form needs to be completed and returned at least one month before the field trip or the students will not be allowed to go. A complete list of students attending the field trip must be given to faculty at least two school days before the field trip. Any student who is ineligible will need prior approval to be allowed to go on a field trip.

IF A FIELD TRIP IS CANCELLED OR ANY CHANGES MADE FROM THE ORIGINAL REQUEST – YOU MUST CONTACT THE MAIN OFFICE AND TRANSPORTATION OFFICE TO INFORM THEM PRIOR TO THE DAY OF THE FIELD TRIP.

IDENTIFICATION School _____ Submitted by _____

A. Destination _____

B. Departure: Date _____ Time _____

Pick Up Location _____

C. Return Date _____ Time _____

Drop off Location _____

D. Number of participating students: _____ Grade level(s): _____

E. Number of participating staff and chaperones: _____

Names: _____

F. Is bus transportation needed? _____ Approximate number of miles round trip _____

Do you need a bus with extra storage for extra gear, coolers, etc.? Yes No

G. Are substitutes needed? _____

H. Consent forms must be secured from all parents/students.

INSTRUCTIONAL OBJECTIVES (be specific):

What specific plans have been made for the continued instruction of those pupils who will not participate in the field trip project?

ARTS IN EDUCATION COORDINATOR REMARKS:

Is this field trip eligible for AIE aid? YES NO

Total Cost of Field Trip: _____ Are meals included? YES NO
_____ recommended _____ not recommended.

Signature of AIE Coordinator: _____
Signature Date

PRINCIPAL REMARKS:

_____ recommended _____ not recommended.

Comments: _____
Signature Date

TRANSPORTATION REMARKS:

_____ recommended _____ not recommended.

Comments: _____
Signature Date

DISTRICT SUPERINTENDENT REMARKS:

_____ recommended _____ not recommended.

Comments: _____
Signature Date

OVERNIGHT FIELD TRIP

Overnight field trip request forms are due at least three months prior to the field trip. A brief presentation to the Board of Education is required prior to final approval. Please attach a detailed itinerary, brochure, schedule, budget, etc. As well as completing all pertinent information on this form.

Total Cost of Trip: _____ Are meals included? _____

If meals are not included, how much additional money is required and what is the source?

Total Transportation costs: _____

Source of funds to cover trip (circle all that apply)

Activity fund	Student	Parent/Guardian	Fundraiser(s)
Booster Account	Grant	Arts in Education	

Copies:

Transportation	Food Service Director	All approved field trips will be uploaded to the Athletic Calendar
Building Principal	AIE Coordinator (if applicable)	
Submitting Person		