

**Carteret County Public Schools  
School Trip Request Form**

School: \_\_\_\_\_ Class/Club: \_\_\_\_\_

School Trip Destination: \_\_\_\_\_  
(Be Specific. List event –“Math Competition” and destination-“Raleigh, NC”)

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Return Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Number of Days Out Of Classroom: \_\_\_\_\_

Type of Transportation: \_\_\_\_\_  
(ex. Activity bus, van, field bus, airplane; if charter bus, list name of company)

If Charter Bus, Location Where Passengers Will Be Loaded: \_\_\_\_\_

**\*\*Schools are responsible for sending copy of approved field trip form to  
Transportation Department if Charter Bus is used.\*\***

If Charter Bus, Time Bus Will Be At Loading Location for Pre-Trip Review: \_\_\_\_\_ am/pm  
(Requires 30 minutes before departure for inspection of 1-4 buses; 1 hour before departure for inspection of 5-8 buses)

Number of Vehicles: \_\_\_\_\_ Total Number of Miles: \_\_\_\_\_

**Participant Information:**

Number of Students: \_\_\_\_\_ Grade Level of Students: \_\_\_\_\_  
(If overnight, indicate the approximate number male students \_\_\_\_\_ and female students \_\_\_\_\_)

Number of Teachers: \_\_\_\_\_ Number of Other Adults: \_\_\_\_\_  
(If overnight, indicate the number of male chaperones \_\_\_\_\_ and female chaperones \_\_\_\_\_)

(One or more adults in addition to the teacher must accompany each class on student trips. In addition to the teacher, the following minimum ratio applies: grades k-3 = 1 to 5, grades 4-5 = 1 to 8, grades 6-8 = 1 to 10, grades 9-12 = 1 to 12)

(At least one female chaperone is required if an overnight trip includes female students and at least one male chaperone is required if an overnight trip includes male students.)

Total Cost of Field Trip (include total cost of transportation, lodging, food, and all fees): \_\_\_\_\_

Individual Student Cost: \_\_\_\_\_

**Educational Value:** Attach a one-page description of the proposed educational value and reasons for taking this field trip (*include course description if applicable*).

Teacher/Staff Responsible (print): \_\_\_\_\_ Sign: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Superintendent or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed and signed by the supervising teacher/staff and the principal. All field trips must be approved by the principal. The superintendent must approve elementary, middle and high school student trips that involve an overnight stay (on or off campus) or exceed 250 miles one way from the county. Requests for superintendent’s approval must be submitted to the superintendent’s office six weeks prior to the date of the trip. Out-of-country (international) student trips for all students require superintendent and Board of Education approval and must be submitted to the superintendent’s office 120 days prior to the date of the trip.

Revised: 9/26/02  
Revised: 8/05  
Revised: 7/06  
Revised: 3/10  
Revised: 1/12