

# **CURRICULUM AND INSTRUCTION**

I – 56

## **Carteret County Public School System Field Trip Request Form**

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

Field Trip Destination: \_\_\_\_\_

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

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

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

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

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 review of 5-8 buses)

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

### Participants Information:

Number of Students: \_\_\_\_\_ Grade Level of Students: \_\_\_\_\_

Number of Teachers: \_\_\_\_\_ Number of Other Adults: \_\_\_\_\_  
(required adult to student ratio: grades k-3 = 1 to 8, grades 4-5 = 1 to 10, grades 6-8 = 1 to 12, grades 9-12 = 1 to 15)

Total Cost of Field Trip: \_\_\_\_\_ Individual Student Cost of Field Trip: \_\_\_\_\_

### Educational Value:

Educational Value/Reason of Field Trip (*include course if applicable*): \_\_\_\_\_

\_\_\_\_\_

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

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

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

***Form must be completed and signed by teacher/staff and principal. All out of county and within state field trips require Superintendent approval and must be submitted to the Superintendent two weeks prior to date of trip. All out of state trips require Board of Education approval and must be submitted to the Superintendent six weeks prior to date of trip.***

**12/09/02**