

Felix Varela Senior High School 2019-2020

Field Trip Approval Form

This form must be completed before any student activity/field trip will be considered for approval. You must attach to this form in this order (all must be TYPED!)

1. This Form
2. South Region Field Trip Checklist
3. Form #2431 (Field Trip Request Packet). Please put the pages in the order listed below
 - o Field Trip Request Front Page
 - o If applicable: Bus Approval List with YOUR selected bus highlighted OR
 - o If applicable: Private vehicle form (#6298) with a copy of driver’s license and insurance card
 - o Field Trip Roster
 - o Parent Permission Form
 - o Field Trip Chaperone Page (Make sure to include alternates)
4. The memo from testing stating that your field trip is cleared
 - ❖ In County Field Trip Requests must be made at least 5 SCHOOL DAYS PRIOR TO THE TRIP.
 - ❖ Out of County or Out of State Trip Requests must be made at least 15 SCHOOL DAYS PRIOR TO THE TRIP.

GENERAL INFO:

Date of Event:

Location of Event:

Reason for Event:

Trip Cost:

Number of Students Participating:

Estimated Departure Time from School:

Estimated Arrival Time at School:

Chaperones: List coverage for **each** person and for each period they will be out!

Sponsor Signature

Date

Department Head Approval

Date

OFFICE USE ONLY

Date Received in Activities Office: _____ (must be AT LEAST 5 days for in county and 15 days for out of county fieldtrips)

Region Required yes no

Activities Director Approval: _____ Date: _____

Assistant Principal Approval: _____ Date: _____

Principal’s Final Approval: _____ Date: _____