

EDUCATIONAL FIELD TRIP FORM

Complete this form in duplicate and submit both copies to the Superintendent’s office two weeks prior to the trip for approval. This applies to all trips whether transportation is used or not. The second copy upon return should be filed with the Principal.

SCHOOL _____ TOWN _____

GRADE _____ TEACHER IN CHARGE _____

DESTINATION _____

DATE OF TRIP _____ TIME _____

ESTIMATED TIME OF RETURN _____

TRANSPORTATION, IF ANY:

BUS _____ COMPANY NAME _____

PRIVATE CARS _____ DRIVERS _____

CHAPERONES _____

REMARKS _____

PRINCIPAL’S SIGNATURE _____ DATE _____

SUPERINTENDENT’S SIGNATURE _____ DATE _____

- 10-4-2005 Adopted by Windham School Board
- 5-24-2016 Rescinded by the Windham School Board
- 5-24-2016 Windham School District Procedure