

\*Date of Trip: \_\_\_\_\_  
Day of Week Month/Day/Year

Sponsor: \_\_\_\_\_ Class/Organization \_\_\_\_\_

Destination Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Bus Company Requires Exact Street Address City

Attendance Required: \_\_\_\_\_ Approximate number of students attending: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Students to be excused from \_\_\_\_\_ to \_\_\_\_\_

Bus Departure Time: \_\_\_\_\_ From: (Place) \_\_\_\_\_

Bus Departure Time to Return: \_\_\_\_\_ From: (Place) \_\_\_\_\_

Approx. Time of Arrival at School: \_\_\_\_\_ Number of Buses Needed: \_\_\_\_\_

Fee Charged (other than bus): \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

Has another field trip been taken by this class/organization this year? \_\_\_\_\_ If so, when? \_\_\_\_\_

Rationale: \_\_\_\_\_

**NAMES OF ALL TEACHERS/CHAPERONES GOING ON FIELD TRIP**

Chaperone Signature: \_\_\_\_\_  
Cell Phone# \_\_\_\_\_

Chaperone Signature: \_\_\_\_\_  
Cell Phone# \_\_\_\_\_

\_\_\_\_\_  
ID/DC's Signature

\_\_\_\_\_  
ID/DC's Signature

Chaperone Signature: \_\_\_\_\_  
Cell Phone# \_\_\_\_\_

Chaperone Signature: \_\_\_\_\_  
Cell Phone# \_\_\_\_\_

\_\_\_\_\_  
ID/DC's Signature

\_\_\_\_\_  
ID/DC's Signature

Student Activities Only

**APPROVED BY:** \_\_\_\_\_  
Ashleigh Malec

\_\_\_\_\_  
Date

Curricular Only

**APPROVED BY:** \_\_\_\_\_  
Chala Holland

\_\_\_\_\_  
Date



**FOR OFFICE USE ONLY:**

Number of buses ordered: \_\_\_\_\_

**Field Trip Requests Forms should be submitted to your Department Administrator by:**

**September 28, 2018 for 1<sup>st</sup> semester**

**and by**

**February 22, 2019 for 2<sup>nd</sup> semester**

**Please note:**

**Field trips in May and June are discouraged, with the exception of trips that are inherent and essential to the curriculum, as it is a time when testing occurs and attendance in class is essential.**

**Special Approval is required for May and June Field Trips.**

1. After approval by your department administrator and at least **TWO WEEKS BEFORE** a field trip, please submit field trip request form to Dr. Chala Holland for approval for curricular field trips or to Ashleigh Malec for extracurricular field trips. Forms will be forwarded to Melanie Walsh for processing.
2. **A week before the trip, one typed and alphabetical list** should be submitted to Melanie Walsh via email at [mwalsh@lfschools.net](mailto:mwalsh@lfschools.net). If more than one class is involved, all class lists must be integrated into **ONE ALPHA LIST IN EXCEL – LAST NAME, FIRST NAME**. The list will be e-mailed to staff prior to the trip.
3. Please obtain parental permission slips from either the Deans' Office or on ALIO (Employer Forms/School Forms) for all students attending the field trip. Submit these slips, properly signed by parents, to the Deans' Office **before you leave on your trip**.
4. Field trip money is to be collected by the sponsoring teacher and submitted to Melanie Walsh in the Deans' office with permission slips on the day of the field trip. **Money should be separated into cash and checks. Please put sponsoring teacher's name on the memo portion of the checks. Money not submitted properly will be returned to the teacher before being processed for deposit.**

#### **AESOP Procedures: REMINDER**

HR requires all teachers to enter their own absences from the building into AESOP. If you do not see FIELD TRIP as a REASON in the drop down menu, please enter, MEETING/CONFERENCE.

If you need a Substitute Teacher to cover your classes for less than four periods, always turn off the GREEN SUB NEEDED button to indicate NO SUB. This prevents it from going to the outside sub world. Indicate your needs in the NOTES TO ADMINISTRATOR box. The ADMINISTRATOR will receive your request immediately once you hit submit. This prevents an outside sub from picking up your request and thinking it is a full day of work. Your request will be filled with subs that are already in the building or in-staff, if necessary.

**FYI: 2019 AP TESTING DATES**

**May 6, 2019 – May 17, 2019**