

HIGHLAND SCHOOL DISTRICT

FIELD TRIP REQUEST

All requests must be submitted to building principal at least four days prior to trip date.

Building: _____ Elementary _____ Middle _____ High

Purpose of Trip _____

Date of Trip _____ Destination _____

Departure Time _____ Return Time _____ Organization/Group _____

Total Number of Students _____ Number of Students in Wheelchair _____

Names of all Staff Member(s) Going on Field Trip _____

What form of transportation will be used? Bus _____ Van _____ School Car _____

Will students be off campus for lunch? Yes _____ No _____

If so, where will they eat? _____

What expenses will the district incur for this trip? _____

What account will district expenditure come from? _____ Activity _____ School Budget _____

What expenses will students incur for this trip? _____

What curriculum standards will this trip address? _____

Principal _____ Date _____ APPROVED NOT APPROVED

Superintendent _____ Date _____ APPROVED NOT APPROVED

HIGHLAND SCHOOL DISTRICT FIELD TRIP ROSTER

Nurse Signature _____ Date _____

	Student	Health Care Needs
1		
2		
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