

Request for Out-of-State Supervised Field Experience/Trip

(The person making the request should fill out the top section completely and submit the signed form to their Principal/Director for approval, who in turn will submit to the Superintendent.)

Top Section

1. Request for Supervised Field Experience/Trip: *(none are to be scheduled for May)*

Include: Related Subject Area(s); Estimated Number of Students; and Grade Level or Group/Club
(If the request is for a group or club, please attach the list of student names)

Destination: _____

Departure Date of Field Experience/Trip: _____

Return Date of Field Experience/Trip: _____

Estimated Costs (if applicable):

Registration \$ _____
Travel \$ _____
Room \$ _____
Meals \$ _____
Other \$ _____ (Explain: _____)
Total \$ _____

2. Budget/Fund from which expenses will be charged: _____

3. _____

Signed by teacher making the request

Date

Bottom Section

4. Approved by:

Principal/Director: _____
Signature Date

Superintendent: _____
Signature Date

5. Date of School Board Action: _____

The request for Out-of-State Field Experience/Trip was: [] approved [] denied

PLEASE NOTE: Every Out-of-State Supervised Field Experience/Trip must be School Board approved.