

## Sandy Creek Central School District Middle/High School Field Trip Request

*\*To be submitted to Building Administrator at least two weeks in advance\**

Date of Submission: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Number of Participants on the trip: \_\_\_\_\_

Location/Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

Approximately Mileage: \_\_\_\_\_

Names of Chaperones: \_\_\_\_\_

\_\_\_\_\_

Number of Buses needed: \_\_\_\_\_

Funding Source: \_\_\_\_\_

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### Checklist:

- ✓ Notify Parents: \_\_\_\_\_
- ✓ Permission Slips: \_\_\_\_\_
- ✓ Bus Request: \_\_\_\_\_
- ✓ Notify HS Office: \_\_\_\_\_ (Is substitute required)
- ✓ Notify Attendance: \_\_\_\_\_ (list of students attending)
- ✓ Notify Cafeteria: \_\_\_\_\_ (# of students attending)
- ✓ Notify Nurse \_\_\_\_\_
- ✓ Notify J. Hobbs if Arts 'n Ed Funding Source