

**FIELD TRIP/SCHOOL BUS REQUEST FORM
MARION COUNTY BOARD OF EDUCATION**

Hamilton, AL

NOTE: Submit one completed form for each field trip

*****DIRECTION

S: To be completed by the teacher or field trip sponsor and submitted to the school principal for approval and submission to the Superintendent. The Superintendent must receive in county and in-state field trip request forms at least seven (7) days prior to the expected date of travel with request forms for all out-of-state and overnight field trips received by the Superintendent at least thirty (30) days prior to the expected date of travel.

School _____

Grade _____

Teacher(s) _____ Date Form Submitted _____

_____ / _____ / _____ Date of Proposed Trip _____ / _____ / _____

Trip

Destination(s): _____

Purpose: (Relationship of Field Trip to Unit of Study)

Number of Students Involved: _____

Number on Trip: _____ Chaperons _____ Teachers _____

Approximate Time Involved: _____ Departure Time: _____ Return

Time: _____

Proposed Means of Transportation:

Common Carrier _____

School System Bus _____ Private Vehicle _____

Will Students be Covered by Proper Insurance? ___ Yes ___ No

Approximate Cost per Student: \$ _____

All Costs to be Covered by School? ___ Yes ___ No

Are any Central Office Funds Requested for This Trip?

Yes _____ No _____ Amount _____

NOTE: Any funds to be paid from the Central Office in support of the above trip must be approved in advance by the Superintendent or Designee.

Teacher's(s) Signature(s)

Principal's Signature

DIRECTIONS: The principal transmits a copy of this form to the Superintendent or designee. Upon submission of this form, the principal or designee should contact the Director of Transportation's office to schedule the trip and to secure a school bus permit number provided School System buses are to be used.

*****NOTE: To be completed by Central Office, the Superintendent, or designee

DIRECTIONS: IN-STATE AND/OR NON-OVERNIGHT FIELD TRIP REQUEST
In-state and non-overnight field trip require a seven (7) day advance notice and notification to the Superintendent. In the event the Superintendent or designee disapproves a field trip, he/she shall contact the principal promptly.

Type Trip: Out-of-County _____ In County _____
Date Notification Received _____/_____/_____
Disapproved ___ Yes ___ No
If Disapproved, School Principal Notified? ___ Yes ___ No

DIRECTIONS: OUT-OF-STATE OR OVERNIGHT FIELD TRIP REQUESTS
Out-of-state and overnight field trips require a thirty (30) day advance notice and Board approval. The Superintendent or designee will notify the school principal of the Board's decision.

Type Trip: Out-of-State _____ Overnight _____
Date Request Received: _____/_____/_____
Approved: ___ Yes ___ No

Supt. or Designee's Signature

Submitted to Board for Approval: ___ Yes ___ No
Board approved?: ___ Yes ___ No;
School Principal Notified? ___ Yes ___ No