

**DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER**

**2016 – 2017 FIELD TRIP REQUEST**

**Date:** \_\_\_\_\_

**THIS REQUEST MUST REACH THE PRINCIPAL AT LEAST 10 DAYS BEFORE THE DATE OF THE FIELD TRIP. PERMISSION SLIPS MUST BE OBTAINED FROM PARENTS/GUARDIANS BEFORE STUDENTS MAY PARTICIPATE.**

Teacher Requesting the Trip: \_\_\_\_\_

Destination of Field Trip: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Cost Per Student: \_\_\_\_\_

Number of Adults Going: \_\_\_\_\_ Method of Transportation: \_\_\_\_\_

**LIST ALL CHAPERONES:** \_\_\_\_\_

**\*\*\*Chaperones who are not employees of the district must fill out a Volunteer Service Form two weeks prior to the field trip.\*\*\***

**A LIST OF STUDENTS WHO WILL BE ATTENDING MUST BE SENT TO THE ATTENDANCE OFFICE PRIOR TO THE FIELD TRIP.**

Are all phases of the trip handicap accessible? Yes \_\_\_ No \_\_\_

Non-participating teachers will be notified two weeks prior to the trip: Yes \_\_\_ No \_\_\_

Submit a list of non-participating students to the attendance office one day prior to the trip.

Have provisions been made for students **NOT** going on the trip that are the responsibilities of the teacher(s) attending?  
Yes \_\_\_ No \_\_\_

What is the educational purpose of the field trip?

What instructional classroom preparations will be done prior to the field trip?

What follow-up classroom activities will take place after the field trip?

**Approval of Appropriate Administrator (AC, CTC Director):** \_\_\_\_\_

**\*\*\*\*\*PLEASE RETURN THIS FORM TO THE PRINCIPAL'S SECRETARY\*\*\*\*\***

\_\_\_\_\_ Trip Approved

\_\_\_\_\_ Trip Disapproved

Reason for Denial: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_