

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

2017 – 2018 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: _____