

REQUEST FORM FOR OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

This form must be completed by the trip supervisor and returned to the appropriate school administrator at least four weeks in advance of the trip. *NOTE: The Superintendent has the authority to approve trips that occur before the next scheduled School Board meeting.*

All applicable items must be completed before submitting to the appropriate school administrator.

West Lafayette Junior-Senior High School
 Cumberland Elementary
 Happy Hollow Elementary

Destination _____
Destination _____
Destination _____

Date of Request 2/21/2022 Beginning and Ending Dates of Trip 2/25 - 2/26

Signature of Supervising Staff Member Chad Dillon Organization WL Swim Coach

Administrators' approval [Signature] Date 2.21.2022

TRIP INFORMATION

Destination of Trip (be specific) Indianapolis, IN

Trip will be (Circle one or both) Overnight Out-of-State

Reason for Trip IHSAA Boys Swim/Dive Championships

Number of instructional minutes lost 12 team members leaving @ 1:00 PM on Fri.
(119 minutes per swimmer)

Describe the specific educational goal(s) or state standards that this activity will help students attain.

Describe how this activity will help attain school improvement goals.

Describe why this activity cannot occur without interrupting the instructional day.

N/A see attached schedule

For overnight trips: Describe why this activity cannot occur without an overnight stay.

WL Minibus

Method of Transportation: Charter(es) City/Yellow bus _____ Driver _____
Charter company