

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 Destination _____ Cumberland Elementary
Destination _____ Happy Hollow Elementary Destination _____

Date of Request 4/5/23 Beginning and Ending Dates of Trip 6/19 - 6/21 Signature of
Supervising Staff Member Share Fry Organization HS Football
Administrators' approval J T A Date 4.6.2023

TRIP INFORMATION

Destination of Trip (be specific)

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

Reason for Trip

Number of instructional minutes lost _____

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

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

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