

# 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 CENTER GROVE H.S.

Destination 2717 S. MORGANTOWN RD.

Destination GREENWOOD, IN. 46143

Date of Request 1/23

Beginning and Ending Dates of Trip APR 3 → APR 5<sup>th</sup>  
THURS SAT.

Signature of Supervising Staff Member [Signature]

Organization H.S. ROBOTICS

Administrators' approval [Signature]

Date 1/23/25

## TRIP INFORMATION

Destination of Trip (be specific) CENTER GROVE HIGH SCHOOL

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

Reason for Trip 1<sup>st</sup> ROBOTICS, STATE CHAMPIONSHIPS.

Number of instructional minutes lost FRIDAY 4<sup>th</sup> - ALL DAY

Describe the specific educational goal(s) or state standards that this activity will help students attain. SAME AS PREVIOUS - THIS IS FOR THE STATE CHAMPIONSHIPS

Describe how this activity will help attain school improvement goals.

BUILDING STUDENT ACHIEVEMENT & TEAM WORK -

PROMOTING THE QUALITY SCHOOL THAT IS WEST LAFAYETTE.

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

N/A MULTI-DAY EVENT - SCHEDULED BY A NATIONAL ORGANIZATION

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

MULTI-DAY EVENT - TOO FAR TO COMMUTE

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

Driver [Signature]

Charter company

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