

# FIELD TRIP REQUEST AND PARENT/GUARDIAN PERMISSION FORM

School: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

***Requests must be turned in for approval at least 5 working days before the planned trip.***

Date of trip: \_\_\_\_\_

Departure time: \_\_\_\_\_

Return time: \_\_\_\_\_

Destination: \_\_\_\_\_

Instructional Objective: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Number of Teachers Participating: \_\_\_\_\_

Number of Other Adults: \_\_\_\_\_

Transportation:  School Bus  Private Car

Trip has been placed on calendar: \_\_\_\_\_  
*Facilitator's Initials*

Cafeteria: *Teacher is responsible for communicating with mgr. about lunches.*

Pre-planned:  Yes  No

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Approval

## PARENT/GUARDIAN PERMISSION SECTION

\_\_\_\_\_ *Student's Name* has my permission to go on this field trip and to ride the school bus/private car. I am aware that the Savannah-Chatham County Board of Education assumes no legal responsibility for the results of any actions resulting from the use of a private vehicle.

**Please return entire form to your child's teacher.**

*Individual Permission forms signed by parents/guardians will be turned in to the office prior to the trip and kept on file for three years.*

White Copy - Teacher/Facilitator

Yellow Copy - Bus Driver

Pink Copy - Office

Gold Copy - Cafeteria Manager

\_\_\_\_\_  
Parent/Guardian Signature