



Field Trip Request

(Overnight and/or Out-of-State/Foreign Field Trips must be approved by the Board)

Instructor/Advisor/Coach: _____ # of Students: _____

School: _____ Grade/Class: _____

Destination: _____ Depart Date: _____ Return Date: _____

Depart Time: _____ Return Time: _____

Describe the objectives of the proposed activity and how they relate to the course/grade/program

Transportation: Private Vehicle(s) Rental Vehicle(s) Bus(es) Walking Flight

Cost:

Substitute Coverage Needed (Teachers ... please use AESOP to record absence after approval)

Estimated Cost: \$ _____ Funding Source: _____
Transportation/Lodging/Meals

Additional Information Needed Once Approved:

- PUSD Field Trip: Permission/Waiver/Accident Form (for each student)
- PUSD Field Trip: Itinerary Form
- PUSD Field Trip: Personal Vehicle Use Form (if using private vehicle(s) – for each driver)
- PUSD Field Trip: Staff Notification and Student Roster Form
- PUSD Field Trip: Out-of-state/Foreign Travel Agreement (only if traveling out-of-state)
- PUSD Field Trip: Medical Information Form (for each student needing medication)
- PUSD Volunteer Clearance Form (for each adult volunteer)

Approval:

Principal

Governing Board (Overnight/Out-of State only)

Date

Date