

Submit to Building Principal

Buckeye Local School District

Field Trip Request Form

Form must be submitted 2 weeks prior to trip date

Building: _____ Class/Club: _____

Teacher(s): _____

Date of Field Trip: _____ Date Submitted: _____

Destination: _____

If the destination is overnight, School Board approval is required. The Buckeye Local Board of Education meets once per month, so submit this form two weeks in advance of the monthly meeting.

Destination Address: _____

Departure Time: _____ Return Time: _____

Total number of busses needed: _____

65 passenger bus – 3 per seat for smaller children

44 passenger bus – 2 per seat for older children

Number of Students: _____ Number of Teachers: _____

Number of Adults in addition to teacher(s): _____

Must have a completed background check

Transportation cost will be paid by: _____

Signature of person making request: _____

Principal Approval: ___ Yes ___ No _____

Signature of Principal

Superintendent's Approval ___ Yes ___ No _____

Signature of Superintendent

Purpose and/or goals of the trip (Please relate to academic content standards)

Pre-trip lessons/activities to be done in the classroom

Planned follow-up activities
