

**REMSEN CENTRAL SCHOOL DISTRICT**

**REMSEN, NEW YORK 13438**

**(315) 831-3797**

**FIELD TRIP REQUEST**

**\*\*Request must be made at least four (4) weeks in advance of desired date**

**Funding**

District

Other

**DATE OF FIELD TRIP:** \_\_\_\_\_

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

Grade: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Name of Chaperone(s): \_\_\_\_\_

\_\_\_\_\_  
Type of transportation required and number of vehicles: \_\_\_\_\_

\_\_\_\_\_  
Purpose (please relate specifically to curriculum): \_\_\_\_\_

\_\_\_\_\_  
Substitute needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_

Building Principal

\_\_\_\_\_ Date: \_\_\_\_\_

Transportation Supervisor

\_\_\_\_\_ Date: \_\_\_\_\_

Superintendent

**\*\*Please note: All field trip requests are subject to District approval.**

cc: Mr. John McKeown, Business Admin.

revised 4/25/2022