

STUDENTS

09.36 AP.21  
(CONTINUED)

**Field Trip Request Form- Overnight & Out-of-State Activity Request**

School New Haven Grade & Number of Students Attending K/40

Person Making Request Renee Metcalf Position teacher

Overnight Activity ☐ Out-of State Activity ☐ Dates Scheduled Dec 11, 2018

Name of Activity Derby Dinner Playhouse

Location of Activity 525 Marriott Dr. Clarksville, IN 47129

Objectives of Activity retell familiar stories, including key detail,

identify character setting, & major events, compare/contrast

character experiences  
Pre-trip preparatory activities planned (please attach appropriate documents) read aloud,

introduce retell/sequence, comparing/contrasting character/setting

Post-trip culminating activities planned (please attach appropriate documents) activities

visual presentation/display comparing/contrasting Retelling

Oral student presentations planned after trip Present visual display

Name(s) of certified staff attending Renee Metcalf Emily Ann Gann

Name(s) of other adults attending Renee Metcalf Emily Ann Gann

Regina Clark, Debbie Moore, Annette Rust, Parent Chaperones

Plan for handling student medication needs Staff trained

Plan for supervision (day) parent & teacher chaperone in groups  
of 4 student to 1 adult.

Plan for supervision (night - please be specific for all hours of the night) NA

Signed Renee Metcalf Date 8-29-18

Principal [Signature] Date Approved \_\_\_\_\_

Superintendent [Signature] Date Approved \_\_\_\_\_

Review/Revised: 5/17/11