

FIELD TRIP REQUEST FORM

Name of School: **COOPER HIGH SCHOOL**

Date of Field Trip: 4/5 - 4/11, 2024

Days of School Missed: 1/2 (Spring Break)

Location of Field Trip: New York

Grade Level and Number of Students Attending: 9-12 10

Number of Chaperones Attending: 6

What form of transportation will be used? *Be Specific Delta Airline & private automobile

Have field trip rules been explained to the students and chaperones? YES ☒ or NO ☐

Does this trip comply with Title IX equity Issues?

YES ☒ or NO ☐

Are there students being denied the right to attend due to finances? YES ☐ or NO ☒

Brief Description (Be Specific regarding educational purpose): See Shows, museum trips, masterclasses

Please check the appropriate box:



To be used for 1(one) day trips using school bus or private automobile.*

NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.



To be used for overnight trips, trips of more than 1(one) instructional day and Co-Curricular Extracurricular trips.

TO BE APPROVED BY THE ASSISTANT SUPERINTENDANT.



To be used for trips taken by common carrier.

TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: [Signature]

Principal Signature: Michael Wilson

DISTRICT OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

*Drivers of private automobiles need to complete the AUTO INSURANCE AFFIDAVIT FORM.



E-MAILED

12/14/23

EW.