

## FIELD TRIP REQUEST FORM

Name of School: Ignite Institute  
Date of Field Trip: 4/24/2024 to 4/28/24  
Days of School Missed: 3  
Location of Field Trip: Dallas, TX - travel via airplane  
Grade Level and Number of Students Attending: HS 4  
Number of Chaperones Attending: 3  
What form of transportation will be used?\* Be Specific. Common Carrier - Airline

Have field trip rules been explained to the students and chaperones? YES ☒ NO ☐  
Are there students being denied the right to attend due to finances? YES ☐ NO ☒  
Does this trip comply with Title IX equity issues? YES ☒ NO ☐

Brief Description (Be specific regarding educational purpose):

VEX World Championship - Students will be competing in world robotics competition, driving the robot, repairing the robot, editing programming analyzing performance data of other robots, and marketing robot to other teams.

Please check the appropriate box:

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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.

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To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.  
**TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.**

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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: Elizabeth Koch

Digitally signed by Elizabeth Koch  
Date: 2024.01.17 09:43:41 -05'00'

Principal Signature: 

Date Approved: 7-4-24

DISTRICT OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

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Please print this form and email to <mailto:tammy.jump@boone.kyschools.us>