

## FIELD TRIP REQUEST FORM

Name of School: Stephens

Date of Field Trip: 11/22/19

Days of School Missed: 11/22/19

Location of Field Trip: COSI - Columbus

Grade Level and Number of Students Attending: 4th ~ 105 students

Number of Chaperones Attending: ~ 25

What form of transportation will be used? \* Be Specific. Executive Transportation - Charter

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):

We will touring the Columbus Science Museum, COSI, this is an interactive, hands on technology & science center.

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: [Signature]

Principal Signature: Christopher J. Burrell

Date Approved: 8/28/19

DISTRICT OFFICE USE ONLY

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

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

