

# FIELD TRIP REQUEST FORM

Name of School:

RCHS

Date of Field Trip:

May 26 - May 30, 2022

Days of School Missed:

0

Location of Field Trip:

Washington D.C.

Grade Level and Number of Students Attending:

2 - Seniors

Number of Chaperones Attending:

2

What form of transportation will be used?\* Be Specific.

Airplane

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):

Speech Team (2 qualifying Seniors)  
Will be competing @ CPL  
Natronics in Washington D.C.

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.

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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:

Mrs. Katey Blood

Principal Signature:

Dhruval Wala

Date Approved:

03.18.2022

DISTRICT OFFICE USE ONLY

Approved by:

Date:

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