

FIELD TRIP REQUEST FORM

Name of School: Saint Henry District High School

Date of Field Trip: Aug 31, 22^{to} Sept. 1, 22

Days of School Missed: 1

Location of Field Trip: 08/31 - Transport to Potter's Ranch from St. Henry

Grade Level and Number of Students Attending: 10-12th 09/01 - Transport to Saint Henry from Potter's Ranch
Number of Chaperones Attending: 4 adults 35 students

What form of transportation will be used?* Be Specific. Boone County School Bus

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):

Transport from St. Henry on 08/31/22 to Potter's Ranch and transport from Potter's Ranch to St. Henry on 09/01/22 Times: 08/31 after school (2:00 - 3:00 PM)
09/01 around noon

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 one instructional day and Co-curricular/ Extracurricular trips. **TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.**

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: [Signature] Date Approved: 06/23/22

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

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

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