

FIELD TRIP REQUEST FORM

Name of School:

Conner HS

Date of Field Trip:

June 27 - July 1

Days of School Missed:

N/A

Location of Field Trip:

Atlanta, GA

Grade Level and Number of Students Attending:

9-12 (4 students)

Number of Chaperones Attending:

1

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

Air

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):

FBLA National Conference

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.

(-Flight)

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:

5/17/23

DISTRICT OFFICE USE ONLY

Approved by:

Date:

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