

FIELD TRIP REQUEST FORM

Name of School: **COOPER HIGH SCHOOL**

Date of Field Trip: 11-9-12-23

Days of School Missed: 2

Location of Field Trip: Birmingham, AL

Grade Level and Number of Students Attending: 9-12 → 15 students

Number of Chaperones Attending: 2



E-MAILED

9/15/23

EW

What form of transportation will be used? *Be Specific contract charter bus - Crosswell
organized by Highlands HS, also traveling with Walton-Verona

Have field trip rules been explained to the students and chaperones? YES X or NO _____

Does this trip comply with Title IX equity Issues? YES X or NO _____

Are there students being denied the right to attend due to finances? YES _____ or NO X

Brief Description (Be Specific regarding educational purpose): FCCLA National
Fall Conference - leadership development +
competitive events

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 1(one) instructional day and Co-Curricular
Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDANT.

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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: Sarah Stitt

Principal Signature: Michael Wilson

DISTRICT OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

*Drivers of private automobiles need to complete the AUTO INSURANCE AFFIDAVIT FORM.