

FIELD TRIP REQUEST FORM

Name of School: Ignite Institute

Date of Field Trip: 6/27/2024 to 7/1/24

Days of School Missed: 0

Location of Field Trip: Washington, DC

Grade Level and Number of Students Attending: 9-11 7

Number of Chaperones Attending: 3

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

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):

Airplane flight with American
Educators Rising 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.

☐ 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: 

Principal Signature:  Date Approved: 3-24-24

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

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

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Please print this form and email to <mailto:tammy.jump@boone.kyschools.us>