

**FIELD TRIP REQUEST FORM**

Name of School: Ignite Institute

Date of Field Trip: 6/25/2024 to 7/1/24

Days of School Missed: 0

Location of Field Trip: Orlando, FL

Grade Level and Number of Students Attending: 9-11 13

Number of Chaperones Attending: 7

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

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):  
Technology Student Association (TSA) 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: [Signature]  
Principal Signature: [Signature] Date Approved: 4-19-24

DISTRICT OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please print this form and email to [mailto:tammy.jump@boone.kyschools.us](mailto:mailto:tammy.jump@boone.kyschools.us)