

**FIELD TRIP REQUEST FORM**

Name of School: COOPER

Date of Field Trip: 2/5-2/11/2025

Days of School Missed: ~~4.0~~ 4.5

Location of Field Trip: Orlando Florida

Grade Level and Number of Students Attending: 9-12 - 48 students

Number of Chaperones Attending: 6

What form of transportation will be used?\* Be Specific. Delta Airlines - Plane

Have field trip rules been explained to the students and chaperones? YES X NO      
 Are there students being denied the right to attend due to finances? YES     NO X  
 Does this trip comply with Title IX equity issues? YES X NO    

Brief Description (Be specific regarding educational purpose):  
VCA High School Nationals in Orlando

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: Katie James

Principal Signature: [Signature] Date Approved: 06/19/24

**DISTRICT OFFICE USE ONLY**

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

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