

# WEST BRANCH AREA SCHOOL DISTRICT

516 Allport Cutoff  
Morrisdale, PA 16858

## REQUEST FOR FIELD TRIP

A **FIELD TRIP** is defined as taking a group of students off school grounds during the school day or students outside of the school day under school sponsorship.

GROUP REQUESTING TRIP \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ DESTINATION \_\_\_\_\_

NUMBER OF STUDENTS ATTENDING THE TRIP \_\_\_\_\_

TRIP DATE \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_ APPROXIMATE RETURN TIME \_\_\_\_\_

TRANSPORTATION NEEDED \_\_\_\_\_

HOW MANY SUBSTITUTE TEACHERS WILL BE NEEDED \_\_\_\_\_

(Include in Total Cost to District each substitute @ \$126.26)

COST TO THE DISTRICT \_\_\_\_\_

COST TO THE STUDENT \_\_\_\_\_

NAMES OF CHAPERONES (Elementary – 1 for every 10 students; Secondary – 2 per bus)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed parental consent slips shall be received from each student prior to the trip.**

Signature of person

assuring parental consent

slips are received: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Person in charge of trip \_\_\_\_\_ Date \_\_\_\_\_

Signature of Nurse \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

BOARD APPROVAL DATE \_\_\_\_\_

IT IS THE POLICY OF THE WEST BRANCH AREA SCHOOL DISTRICT NOT TO DISCRIMINATE ON THE BASIS OF GENDER, DISABILITY, RACE, COLOR, OR NATURAL ORIGIN IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT. SERVICES AND FACILITIES ARE ACCESSIBLE TO AND USABLE BY DISABLED PERSONS AS REQUIRED BY TITLE IX SECTION 504 AND TITLE IV