

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 _____

DATE TRANSPORTATION SECURED _____

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