

Mountain Brook City Schools Field Trip Request Form

Teacher's Name:

Date:

Class, Grade, or Organization:

Number of Students:

Date(s) of Trip:

Travel by:

Destination:

Cost to Student for Trip:

Number of Chaperones: (Attach list of names)

Teachers/Staff:

Time Leaving School:

Parents:

Other:

Arrival Time Back at School:

TOTAL NUMBER:

Nature and Educational Purpose of the Trip:

Brief Itinerary of the Trip: (Attach information, if available)

Special Safety Precautions, If Any, Which Will Be Required:

APPROVAL: The above requested field trip _____ is approved _____ is not approved.

Principal:

Date:

OUT OF STATE FIELD TRIPS ONLY:

APPROVAL: The above requested field trip _____ is approved _____ **is** not approved.

Superintendent:

Date:

Trip Approval: A field trip plan must be submitted for approval to the proper authority within the time frame required for the type of trip.

(A) Approval of Principal: All field trips must first be submitted in writing for approval by the principal at least four weeks prior to the trip.

(B) Approval of Superintendent: Field trip plans which require travel outside the state must be submitted for approval to the Superintendent in writing at least four weeks prior to the trip.

After the principal approves the field trip request, it will be returned to the teacher. If the Superintendent's signature is required for approval, the teacher is responsible for obtaining the approval.