



Accomack County Public Schools  
Office of Superintendent  
23296 Courthouse Ave.  
P.O. Box 330  
Accomac, VA 23301

File: IICA-E1  
File: IICAA-E1

Revised 7/1/13

### FIELD TRIP REQUEST FORM

**Directions:** This form is to be completed in duplicate. Submit both forms to the Assistant Superintendent for Instruction for approval at least two (2) weeks in advance. One form will be returned to your school after it has been approved.

**Submit written request to Transportation Supervisor three (3) weeks in advance for Wheelchair Accessible Bus requests.**

Date of Field Trip Request: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

1. Activity: \_\_\_\_\_
2. Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Return Time: \_\_\_\_\_
3. Mode of Transportation: \_\_\_ School Bus \_\_\_ Wheelchair Accessible Bus \_\_\_ No. of Buses  
\_\_\_ Charter Bus \_\_\_ Car \_\_\_ No. of Cars

If the vehicle is not a school bus, the Privately-Owned Vehicle Notification form must be completed and attached to the Field Trip Request form.

4. Place of Event: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Event Phone Number: \_\_\_\_\_

5. Lodging Information for ALL Participants:  
Name of Hotel(s)/Motel(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Hotel/Motel Phone Number(s): \_\_\_\_\_

6. Route of Travel: (List major routes or attach map quest)

7. Name of Staff Member in Charge: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_

8. No. of Students Participating in Field Trip: \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

9. Names of Teacher Chaperones: \_\_\_\_\_  
\_\_\_\_\_

Transportation Supervisor: Frank Hurst Cell Phone: 710-8331 (school)  
Cell Phone: 789-5162 (home)

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10. Names of Parent Chaperones: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Cost of the Trip per student: \_\_\_\_\_
12. Educational Objectives of the Trip. Follow regulations included in IICA-R.  
(Use a separate sheet of paper if necessary)

**\*\*\*A signed parental permission form for all students which includes this disclaimer must be on file in the office.**

**Disclaimer:** "Accomack County Public Schools will not be responsible for reimbursement of prepaid admission tickets if a field trip is canceled locally for welfare/safety reasons, such as inclement weather, etc.

Signatures of teacher(s) making request:

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

Approved:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Emergency Number

\_\_\_\_\_  
Date

\_\_\_\_ **Approved**

\_\_\_\_\_  
Signature of Assistant Superintendent for Instruction/Designee

\_\_\_\_\_  
Date