

FIELD TRIP REQUEST AND PARENT/GUARDIAN PERMISSION FORM

School: _____

Date of Application: _____

Teacher's Name: _____

Requests must be turned in for approval at least 5 working days before the planned trip.

Date of trip: _____

Departure time: _____

Return time: _____

Destination: _____

Instructional Objective: _____

Number of Students Participating: _____

Number of Teachers Participating: _____

Number of Other Adults: _____

Transportation: School Bus Private Car

Trip has been placed on calendar: _____
Facilitator's Initials

Cafeteria: *Teacher is responsible for communicating with mgr. about lunches.*

Pre-planned: Yes No

Teacher's Signature

Principal's Approval

PARENT/GUARDIAN PERMISSION SECTION

_____ *Student's Name* has my permission to go on this field trip and to ride the school bus/private car. I am aware that the Savannah-Chatham County Board of Education assumes no legal responsibility for the results of any actions resulting from the use of a private vehicle.

Please return entire form to your child's teacher.

Individual Permission forms signed by parents/guardians will be turned in to the office prior to the trip and kept on file for three years.

White Copy - Teacher/Facilitator

Yellow Copy - Bus Driver

Pink Copy - Office

Gold Copy - Cafeteria Manager

Parent/Guardian Signature