

PRINCETON JOINT UNIFIED SCHOOL DISTRICT
473 State Street PRINCETON, CA 95970

FIELD TRIP REQUEST

REQUESTED BY: _____ SITE: Elementary Jr./Sr. High

DESTINATION: _____

CHARGE FIELD TRIP TO: _____

DATE OF PLANNED FIELD TRIP

DATE(s): _____ DAY(s) OF THE WEEK: _____

GRADE/CLASS/ORGANIZATION: _____ # OF STUDENTS / ADULTS: _____ / _____

DEPARTURE TIME: _____ RETURN TIME: _____

CHAPERONES: _____

COST OF ADMISSION: _____ Per Child _____ Per Adult Other: _____

TOTAL AMOUNT THAT IS STUDENTS RESPONSIBILITY: _____

SUBSTITUTE TEACHER REQUIRED: Yes No SCHOOL PREPARED SACK LUNCHES REQUIRED: Yes No

PLEASE MAKE SURE TO PUT YOUR REQUEST IN AESOP. If Yes - Total # of Sack Lunched Needed? _____

TRANSPORTATION REQUIREMENTS

TRAVEL NEEDS: BUS

VAN 2 VAN 3 VAN 4

Special Instructions if Any: _____

APPROVALS:

Superintendent/Principal Signature Date

**** DISTRICT OFFICE USE ONLY ****

TOTAL TRIP CHARGE: \$ _____ ACCOUNT RESPONSIBILITY: _____

NOTE: Site office must receive a copy of all permission slips one day before departure and actual student list on the day of trip.

Field Trip Request Routing:

1-Form Completed 2-Forward to Superintendent/Principal for Approval 3-Copy Cafeteria 4-Copy Transportation Dept.

5-Copy Business Office 6-Copy District File 7-Add to school calendar