

POLK SCHOOL DISTRICT

Field Trip Request Form

Request Date	Click or tap to enter a date.		
School	Click or tap here to enter text.		
Grade Level(s)	Click or tap here to enter text.		
Teacher	Click or tap here to enter text.		
Phone Number(s) of Sponsor	Click or tap here to enter text.	Click or tap here to enter text.	

Type of Trip

Academic	<input type="checkbox"/>	Academic - Extra	<input type="checkbox"/>	Co-Curricular (Gifted, Band, Drama, CTAE)	<input type="checkbox"/>
Competitive - Academic or Sports	<input type="checkbox"/>	Incentive/Rewards Trip	<input type="checkbox"/>		

Purpose of Trip	Click or tap here to enter text.		
Standards Related to Trip	Click or tap here to enter text.		

Please attach a detailed agenda or a copy of a season schedule for sports

Date of Trip	Click or tap to enter a date.				
Destination(s)	Click or tap here to enter text.				
Group Size	Click or tap here to enter text.				
Number of Chaperones	Click or tap here to enter text.	Males	Click or tap here to enter text.	Females	Click or tap here to enter text.
Expected cost per student	Click or tap here to enter text.	List Fundraisers	Click or tap here to enter text.		
Lunches Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
Lunchroom Notified	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		

Departure Time	Click or tap here to enter text.	Return Time	Click or tap here to enter text.
Time of Competition (If Applicable)	Click or tap here to enter text.		
Type of Transportation	<input type="checkbox"/> Bus	<input type="checkbox"/> Van	<input type="checkbox"/> Car

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Field Trip Request Form

Special Ed. Bus Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Wheelchairs	Click or tap here to enter text.
Bus Driver(s) Requested	Click or tap here to enter text.		

Required Signatures

Teacher(s) Requesting Trip:
Principal:

DISTRICT OFFICE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date Approved	
Driver and Fuel Funded By	<input type="checkbox"/> District	<input type="checkbox"/> School	
Superintendent or Designee Signature			

Name of Bus Driver(s)	
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No student can be excluded from a field trip because he/she cannot pay. Every student who participates on a field trip must have written permission from a parent or guardian before leaving on the trip. If buses are used during a school day, the return time must be no later than 2:30 p.m.

Non-Discrimination Notice

The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirement of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.