

Ledyard Public Schools SCHOOL-SANCTIONED TRIP REQUEST

(Please Attach an Itinerary for the Trip.)

Request Must be Submitted Prior to Trip According to the Following Timeline:
Local—2 weeks in advance Out-of-State—60 days in advance Out-of-Country—6 months in advance

Name (Trip Sponsor) _____ School _____ Sponsor's # While on Trip _____

Department _____ Dept. Head Signature _____

Class _____ # of Students _____

Trip Rationale: (If necessary, give further explanation on back of this request form.)

- Reasons/Value of Trip: _____
- Curricular Goals _____
- Pre-trip activities _____
- Activities _____
- Follow-up activities _____

Date(s) of Trip _____ Destination _____

Departure Time _____ Arrival Time Back at School _____

Is a Substitute Necessary? _____ Yes _____ No

Insurance arrangements: _____
(Not necessary if using our school bus company)

Chaperones:

- Names of teachers/staff members (List trip's sponsor first) _____
- Additional Chaperones _____

Transportation: School Bus _____ Commercial Bus _____ Train _____ Plane _____ Car _____ Other _____

Transportation Cost: \$ _____ Lodging: Hotel/Motel _____ Private Home(s) _____ Other _____

Complete School Bus Request Form and Fax to Bus Company

Cost per Teacher/Chaperone: \$ _____ Cost per Student: \$ _____

Are Fundraising Activities Planned? _____ If yes, please give a brief description: _____

Trip Sponsor's Signature _____ Date _____

REQUEST APPROVED BY PRINCIPAL: _____ Yes _____ No _____
Principal's Signature _____ Date

REQUEST APPROVED BY SUPT. _____ Yes _____ No _____
(For trips out-of-state or one (1) missed school day) Superintendent's Signature _____ Date

REQUEST APPROVED BY _____ Yes _____ No _____
BOARD OF EDUCATION (For trips out-of-country or two or more missed school days) _____ Date

AFTER TRIP APPROVAL:

- Submit a Field Trip List to the nurse, the APO, the kitchen and the rest of the staff 5 school days prior to trip.
- Parental permission slips are required.