

**COTTAGE GROVE HIGH SCHOOL  
REQUEST FOR FIELD TRIP**

Teacher: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Course/Program: \_\_\_\_\_ # of Travelers: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Is Field Trip Out of State? Yes: \_\_\_\_\_ No: \_\_\_\_\_

<b>If your trip is out of state then you must have school board approval 3 months prior to the departure date.</b>
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Purpose of Field Trip:

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Substitute needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Funding Code for Sub: \_\_\_\_\_

Method of Transportation: Bus \_\_\_\_\_ Private Automobile \_\_\_\_\_

Name(s) of staff members who will supervise the field trip:

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Name(s) of non-staff adults who will be going on the field trip:

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***\*\*All chaperones must have a current SLSD background history check on file***

1. Attach a list of names that will be going on the field trip.
2. Submit request to the principal at least 10 days prior to the date of departure (100 days prior to out of state trip)
3. Complete transportation bus request process online.

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**ADMINISTRATIVE ACTION: (To be completed by the principal)**

Out of State Board Approval Signature (If necessary)

Tonya Kerns, Board Secretary: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Field Trip Request Approved  
\_\_\_\_\_ Field Trip Request Denied

Comments:

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\_\_\_\_\_  
Principal's Signature

**INSTRUCTIONS SUBSEQUENT TO APPROVAL:**

1. Schedule substitute teacher through AESOP
2. Make sure student(s) has permission to go on field trip.
3. Any additional information has been gathered and dispersed (emergency contacts, itineraries, etc.)