

Field Trip To Do

Checklist

- ☐ Fill out Bus Request Form at least 2 weeks prior to field trip. Turn into building principal.
- ☐ Send permission slips home at least 2 weeks prior to field trip.
- ☐ Arrange for parent helpers/chaperones.
- ☐ Attach class list(s) to Bus Request Form
- ☐ Notify cafeteria staff of field trip date to request sack lunches or that your class will not be eating lunch that particular day.
- ☐ On the day of the field trip, give lunch cards to secretary for students who are purchasing a sack lunch from school.
- ☐ Notify special teachers.

Field Trip

Complete & turn into the office two weeks prior to date of field trip.

This form must be filled out & turned in for budget purposes only.

Grade Level: _____

Teacher(s): _____

Field Trip: _____

Anticipated Date of Field Trip: _____

Cost per student: _____

Location: _____

Total Mileage (Round Trip): _____

Total number of students attending: _____

Total number of teachers/paras attending: _____

Complete & turn into the office two weeks prior to the date of field
trip.

SUMMERSVILLE R-II SCHOOL DISTRICT

525 Rogers Avenue PO Box 198 Summersville, Missouri 65571

Phone (417) 932-4929 Fax (417) 932-4178

Amanda Newby, HS Principal
newbya@sville.k12.mo.us

Amber Hunt, Superintendent
hunta@sville.k12.mo.us

Dessie Bird, Elem Principal
birdd@sville.k12.mo.us

Trip Request

Today's Date: _____

Field Trip/Activity: _____

Location of Trip: _____

Date of Trip: _____

Departure Time: _____

Grade Level (Check one)

Elementary (Pre-K - 5th) _____

Junior High (6th-8th) _____

High School (9th-12th) _____

Special Instructions:

Teacher/Sponsor Signature _____

Principal Signature _____

Transportation Director Signature _____

Office Use Only

Bus Driver Assigned: _____

Distance of trip one way: _____ Overnight Trip? Yes ___ No ___ If yes, how many nights? _____