APPLICATION FOR ACTIVITY OR FIELD TRIP
(Classroom or Non-Classroom)

DATE___________________________

Organization or Class_____________________________________________________________

Name of Activity______________________________________________________________

Supervising Teachers and/or Sponsors_______________________________________________

Date of Activity (include specific time)_______________________________________________

Location of Activity____________________________________________________________

Chaperones (if applicable)___________________________________________________________

Special Needs (e.g. equipment, custodial aid, *transportation, room, Events Center)

  *If using school vehicle for transportation be sure you have also completed
   a Transportation Request Form a week prior to the event.

Detailed description of planned activity:______________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Sponsor of Activity

_________________________________________________

Principal

______________________________________________________________________________

An alphabetized list showing the names and grades of students and the exact periods and dates
they are to be excused from classes must be attached to this form.

If Field Trip, have Parent Permission Slips signed and returned before departure.

If a substitute is needed, please notify the Middle School Office.

Form must be filled out completely before it will be considered for approval.

Complete this form and bring to the Middle School Office.