



Northern Potter School District  
Field Trip Request

Teacher(s) initiating request \_\_\_\_\_

Building(s) \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Number to participate: Students \_\_\_\_\_ Adults \_\_\_\_\_

Will you be requesting field trip lunches?  No  Yes If yes, please make arrangements with Cafeteria

Will a substitute be needed?  Yes  No

Date request initiated \_\_\_\_\_

Date(s) of proposed trip \_\_\_\_\_

Method of transportation \_\_\_\_\_  
(i.e. bus, 2021 Ford Van (silver) – 7 students and 1 driver, 2015 Ford Van (blue) – 9 students and 1 driver, 2019 Ford Expedition – 7 students and 1 driver, 2019 Ford Van (white) – 9 students and 1 driver, 2017 Handicap Van – 4 students, 1 driver, and wheelchair)

Starting point of trip \_\_\_\_\_ Starting time \_\_\_\_\_

Destination \_\_\_\_\_

Stops on route \_\_\_\_\_

Returning time of trip to the district \_\_\_\_\_

Estimated length of trip (in time) \_\_\_\_\_

Estimated length of trip (in miles) \_\_\_\_\_

Specific learning experiences of trip and relationship to classroom instruction \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of transportation \_\_\_\_\_ (If using bus/buses, please contact the central office.)

Estimated cost of admission/fees/etc. \_\_\_\_\_

Total estimated cost of trip \_\_\_\_\_

**(FOR PRINCIPAL'S USE ONLY)**

Recommend:

Approval of Request

Denial of Request

Remarks:

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

\_\_\_\_\_  
Date

---

**(FOR SUPERINTENDENT'S USE ONLY)**

Date Request Received \_\_\_\_\_

Date Request Acted upon \_\_\_\_\_

Trip Approved \_\_\_\_\_

Trip Denied \_\_\_\_\_

Remarks:

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Name of contractor/bus driver accepting trip \_\_\_\_\_

**NOTE:**

One copy of this request, whether approved or denied, will be returned to teacher(s) initiating request. One copy to be retained in Superintendent's office. One copy, if approved, to be given to driver/contractor. Maximum cost approved is the maximum amount which will be paid to contractor/driver.