FIELD TRIP Request Form
Haralson County School System

Charge to:_____**Date**_____

Teacher(s)_____

Grade_____**School**_____

Place to be Visited_____

Address – Street Number_____

Unit or Units of Study Leading up to Visit _____

Date of Visit _____**Time of Departure** _____**Time of return**_____

Total Number to be transportated_____**Chaperones**_____**Wheelchairs**_____**Total**_____

Food to be Requested by Lunchroom (circle one)   yes   no   **Total**_____
TEACHER NEEDS TO FOLLOW UP WITH LUNCHROOM
Plans for Follow-up Activity_____

Principal's Signature_____**Date**_____

Form Completion Date_____**Date Received by Bus Shop**_____

Director's Approval_____**Date**_____

Superintendent's Approval_____**(Required for overnight trips only)**

TRANSPORTATION POLICIES

1. Parental permission is required for each student.
2. All students shall be supervised by respective teacher/sponsors/adults. The ratio shall be 1 adult for each 10 students on the trip. When the number of students exceeds the ratio of 1 chaperone to 10 students by 5 or more, add another chaperone. Example: 24 students require 2 chaperones, 25 students require 5 chaperones.
3. All chaperones shall be 21 years or older.
4. Field trip forms shall be turned in to respective building principals at least 10 school days prior to the trip date.
5. Routine field trips are not to be scheduled to leave before 8:15 and must return to high school by 3:00 p.m., middle school by 2:45, Elementary and Primary school by 2:00.
6. Extended day trips (those not meeting the above time criteria shall be considered on an individual basis by the superintendent or designee).
7. Overnight trips require superintendent and board approval.
8. Admission tickets/meals/lodging must be provided for each bus driver by the requesting school where applicable.
9. Teacher * must inform the bus shop immediately upon decision to cancel field trip requested above.

I have read and understand each of the above rules:_____Date_____
(signature of person making trip request)