

Due to John at least **5 weeks** prior to the Field Trip

ALBION FIELD TRIP FORM

1. John must approve all Field Trips before buses are scheduled.
2. Bus services must be requested at least 20 working days in advance.
3. Buses are generally available for field trips 15 minutes after the latest school starting time until 30 minutes prior to the earliest school closing time.
4. Field Trips may not be scheduled on Fridays (per transportation dept.).
5. Buses are not authorized to travel in Big or Little Cottonwood Canyons during winter months or inclement weather.
6. School may ask for a voluntary donation from parents to fund field trips.
7. An activity excusal form must be completed at least 3 days before the trip and made available to all faculty by the sponsoring teacher.
8. A parent permission form must be provided for each student.

Date of Field Trip: _____

Departure Time: _____ Return Time: _____

Destination: _____

Subject: _____

Teacher: _____ Cell Phone #: _____

of Students: _____ #of Adults: _____ Wheelchair? ___ Y or ___ N

School Lunch Request? N___ or Y___ How Many? _____ Lunch Manager's Initials _____

Purpose of Trip:

Objective and/or Standard addressed by the Trip:

Activity Excusal Form completed on Date: _____

Parent Permission Form provided on Date: _____

Administrator Approval: _____