

Field Trip Request Form

All Field Trips proposals must be submitted at least fifteen (15) school days prior to the trip date for approval. All proposals must be submitted electronically and printed with signatures from the Principal, Superintendent, and Student Services Coordinator.

No field trip will be conducted until all language in the contract is approved by the Principal, Chief Operations Officer & Superintendent. A minimum of thirty (30) school days prior to any required contractual deadlines is recommended to obtain approval.

Procedure:

1. Teacher-In-Charge complete Field Trip Request Form, attaches contract/agreement/itinerary when appropriate, and submits to Principal, COO & Superintendent for approval.
2. Principal, COO & Superintendent will meet to make field trip decision and seek board approval if necessary.
2. Principal contacts the Teacher-In-Charge via email (cc'd with COO & Superintendent) within five (5) school days regarding the approval or denial of a trip. If approved, trip is announced to students, and permission slips are sent to parents.
3. Permission slips are given to the Principal prior to the trip, and emergency/health forms are taken with the Teacher-In-Charge.
4. Principal will retain permission slips until the end of the school year.

Please put N/A for any non applicable questions.

*

Extended Day

Overnight

Non-School Day

During the School Day

Other:

School *

TEACH Academy of Technology

TEACH Academy of Technologies

TEACH Tech Charter High School

Option 3

Other:

Grades Included *

5th

6th

7th

8th

9th

10th

11th

12th

Destination *

Camp Whittle

Departure Date *

MM DD YYYY

05 / 03 / 2019

Departure Time *

Time

01 : 30 PM ▼

Return Date *

MM DD YYYY

05 / 05 / 2019

Return Time *

Time

11 : 00 AM ▼

Objective of Trip *

Science/ social skills

Teacher In Charge *

Mr. Ellis

Teachers Emergency Cellphone Number *

323-376-0013

Cost Per Pupil *

\$132

Number of Students *

50

Do any of your students require special assistance? *

Yes

No

If so, please explain.

Ratio of Chaperones to Students *

10-1

Names of ALL Staff Attending Trip *

Williams, Ellis, Morgan, Johnston, Jones, Haydel, Pe, VanMatre

Names of Non-Staff Chaperones *

Mrs. VanMatre

Bus Company Name / Phone Number *

FCOC Transportation
.....

Bus/Van Confirmation Number (for confirmation emails, please print and attach) *

pending
.....

Meal Arrangements *

5 meals per person are included
.....

What fundraising or other cost mitigation has been done in preparation for this trip? *

N/A
.....

Signature of Superintendent

Carranza
.....

Signature of Principal

Williams
.....

Signature of Assistant Principal

Ellis

Signature of Student Services Coordinator

Upload Itinerary & Contract

YMCA Camp Whittl...

This form was created inside of TEACH Public Schools.

