Edison High School

**Field Trip Request Form**

This form for is for field trips that have no cost, or the cost is not being paid through ASB.

Teacher(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure rime from Edison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return time to Edison \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Itinerary:

|  |  |
| --- | --- |
| **Time** | **Activity/Destination** |
|  |  |
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|  |  |
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|  |  |
|  |  |

Transportation:

 \*School Bus \_\_\_\_\_\_\_ \* Charter Bus \_\_\_\_\_\_\_ \*Private Auto \_\_\_\_\_\_\_ \* Vans:\_\_\_\_\_\_\_ Walking: \_\_\_\_\_\_\_

**\*additional forms needed**

Number of Students Attending: \_\_\_\_\_\_\_\_\_\_\_ Number of School Personnel attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person and phone number (cell phone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State briefly the instruction (or other) objective of this trip (include special circumstances):

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

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Administrator Approval Date