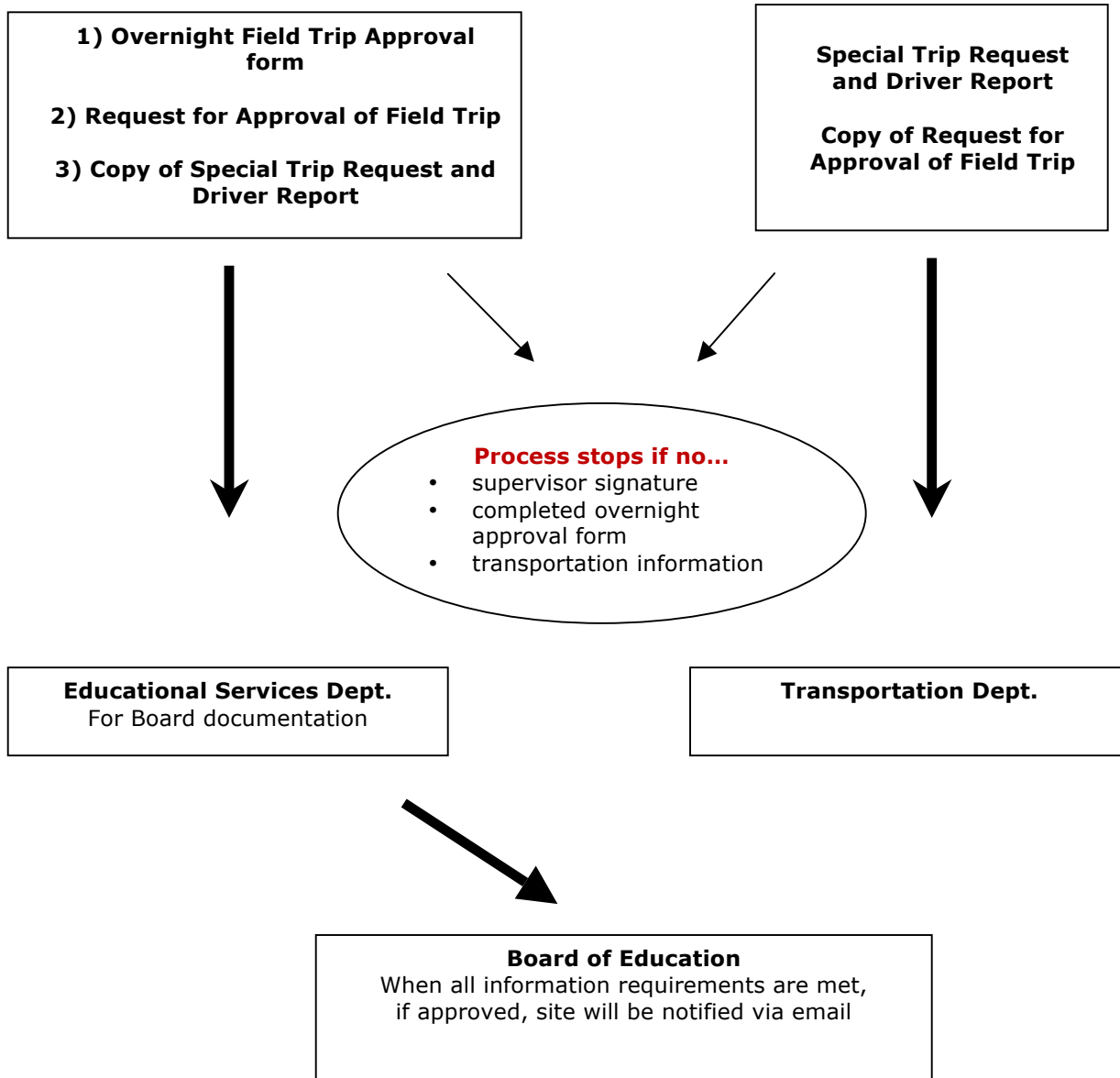


Overnight Field Trips

Complete the forms list below

1. Coordinate with Transportation before finalizing the date
2. Complete Overnight Checklist form
3. Complete Request for Approval of Field Trip
4. Complete Special Trip Request and Driver Report

Where to send forms:



IMPORTANT: The Board of Education usually meets twice a month, so it is important that you send field trip paperwork at least **four-weeks in advance.**