

SCOTLAND COUNTY SCHOOLS

Request for Approval

Field Trip

Approval required by Principal & Superintendent (Designee): *Local & out-of-county day trips.*

Form due for 1st Semester – September 18, 2019; 2nd Semester – December 18, 2019

Approval Required by Principal, Supt. (Designee), & Board of Education:

Overnight & out-of-state trips: To CO 30 days prior to Board Meeting preceding trip.

Teacher(s): _____ School: _____ Grade(s): _____

Trip to: (exact destination and city): _____

Date(s) of Trip: _____ *Mode of Transportation _____ School Bus # _____
of School Days involved: _____ **If using Charter Bus, a _____ Activity Bus # _____
Charter Bus _____
Departure Time is required: _____

Number of Students: _____ Length of Trip: Miles _____ Hours _____
Cost per Student: _____ Source of funds: _____
**Chaperone(s): _____ School to pay? Yes _____ No _____

_____ Total # of Adults: _____

***Background checks completed on chaperones? Yes _____ or No _____

Purpose of the Trip: How does this relate to objectives in the North Carolina Standard Course of Study?
List curriculum area(s) and objective(s) numbers. Please attach a pre, during and post field trip plan.

SCOS Objective: _____

Pre-Activity: _____

During Activity: _____

Post Activity: _____

.....
Action by Principal _____ Approved
_____ Denied

Principal's Signature _____ Date

.....
Action by Supt. (designee) _____ Approved
Action by Transportation Director _____ Approved
Action by Board of Education _____ Denied

Transportation Director's Signature _____ Date

Superintendent's (Designee) Signature _____ Date

Board of Education Signature _____ Date

- * Work with Transportation on procedures for use of charter bus(s)
- ** More than one chaperone per bus, one chaperone must sit in back of bus

Copy to Teacher _____
Copy to School _____
Copy to Transportation _____
Copy on File _____