

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 30, 2016; 2nd Semester – January 13, 2017

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): _____

_____ 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:

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Action by Principal _____ Approved
_____ Denied

Principal's Signature Date

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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 _____