

FIELD TRIP APPROVAL

The Principal is to provide this form to the Office of the Superintendent after a field trip has been approved by the Principal. In accordance with **Administrative Procedure 260 – Field Trips**, the signing of this form by the Principal indicates that:

- a. the Principal has received the required documents from the Teacher-Leader
- b. the requirements of the administrative procedure have been achieved
- c. the Principal has approved the field trip and has forwarded all required documentation to the Office of the Superintendent for preliminary and final approvals where required.

Name of School:

Teacher:

Grade(s):

Date(s) of
Trip:

Number of Participants:

Destination:

Departing Time:

Return Time:

Purpose of Trip:

Transportation Used:

Walking	School Vans	Community Vans	GYPSD
			Bus #
Commercial Carrier			Private Vehicles
Company:			Insurance on File:
			Yes No

Other: (Specify)

Type of Field Trip:

Type:	Co-curricular	Extended Co-curricular	Extra-curricular
Category:	A	B	C
			D

Principal's Conditions of Approval:

Date:

Signature of Principal:

DISTRIBUTION: File at school level, copy to Office of the Superintendent.