

SCHOOL TRIP REQUESTS

Type of school trip: In-State _____ Out-of-State _____ Competition _____

School	Teacher Making Request	Class or Club	Number of Students

Email address: _____

Date of School Trip	Number of Days	Departure Time	Returning Time

Name of school trip:	
Cost per student:	
Location where activity will occur:	
Itinerary:	Attach a detailed itinerary.
How does this trip relate to the North Carolina Standard Course of Study?	Attach a list of specific objectives.
Parental Consent Form (Administrative Regulation - II.D.5):	Attach a parental consent form.

Teacher and/or adult chaperones (1:10 ratio) –	Attach a list of chaperone names.
Transportation needs:	Activity Bus ___
PLEASE NOTE: Request for Extra Transportation” form (if needed) should be submitted to Mr. Jeff Spivey for approval prior to submitting request for approval to the superintendent.	Chartered Bus ___
	Bus for Disabled ___

Signature of Principal	Date	Approved	Not approved

Signature of Superintendent	Date	Approved	Not approved

NOTE: All school trips must be in accordance with Columbus County Schools Administrative Regulation: AR Code: 3320-R School Trips issued on January 13, 2020.

Out-of-State and/or overnight trips must also be approved in advance by the principal and submitted **one month** in advance of the trip to the superintendent for approval by the Columbus County Board of Education.

All other requests must be submitted to the superintendent **two weeks prior** to the field trip. The deadline for field trips is April 20 (April 19 the last travel date) unless students are participating in a state or national competition.