

Cleveland Heights-University Heights Field Trip Travel Request Form

Requirements:

This form must be submitted at least 6 weeks before the field trip. If a school bus is required, please reserve it on FMX at the time of building approval. ***If the field trip is denied, please call transportation to have the request removed.*

All Information must be completed and accompanied by pertinent documentation.

Must submit to the Chief Academic Officer/Ed Services for approval before distributing permission slips

Travel commitments may only be made with authorization from the Chief Academic Officer/Ed Services. Field Trips should be scheduled between 9am and 2pm If hours exceed those times, please contact transportation at 216-371-7195.

School: _____

Field Trip: _____

Requester's Name: _____

Date(s) of Travel: _____

Purpose of the trip: _____

Describe how the trip's activities meet your curriculum and/or program goals:

If travel is requested for a performing group, please be specific about students' performance(s) and the guaranteed audience for the group(s):

Hours out of school: _____ Number of Students: _____

Participating Grades/Group: _____

Participating teacher(s): _____

Chaperones & their connection to the school: _____

Form of travel _____

Transportation time to and from destination: _____

Cost per student: \$ _____

Additional Information:

If the field trip is over night or out-of-state, you must include the following documentation:

1. Itinerary detailing specific dates and confirmed activities
2. Itemized budget including actual costs borne by students and description of any fundraising
3. List of chaperones and their connection to school and students (i.e., staff, current parents)

Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

BOE Signature: _____ Date: _____