



Great Falls Public Schools  
FIELD TRIP REQUEST FORM

Teacher: School: Grade Level:

Date of Trip: Subject Area:

Description of Field experience:

How it relates to curriculum:

Number of Students: Parental Consent: Yes No

Departure time: Return time:

Staff/Chaperone 1<sup>st</sup> Aid Certification: Yes No

Resources Needed:

Substitutes:

Half day: Full day:

\*Individual teachers must request substitutes via AESOP or with the Sub Clerk at ext. 6014

Fees/Costs:

Bus/Charter:

\*See reverse side for Bus charter request – All bus requests must be made within 5 days of field trip\*

Fund Code/Activity Account:

Principal Approval:

Assistant Superintendent:

***NOTE: All Field Trips must have prior approval from building principal and the Assistant Superintendent before Bus Charters will be ordered.***