

Johnson County Schools

Field Trip Request

Please complete one form per proposed field trip/activity in which you plan to take your class, club, or any other group of students off campus at any time during the school year.

Please be reminded that any overnight trip or any trip over 150 miles one way must be approved in advance by the Board of Education. The Board has requested that all of the known trips be presented by the September meeting. All requests should be submitted to the principal at least two months in advance so that it can be reviewed and included in the Board agenda.

Please indicate the following:

1. Group requesting trip: _____
2. Sponsoring teacher(s): _____
3. Destination: _____
4. Distance: _____
5. Depart and return dates: _____
6. Number of students participating: _____
7. Number of chaperones: _____
8. Cost to students: _____
9. Other sources of funding: _____
10. Educational justification for the trip: _____

Teacher Signature and Date

Principal Signature and Date

Supervisor Signature and Date

Director Signature and Date