

**Tonasket School District  
FIELD TRIP REQUEST**

Return this form to the building principal at least three days prior to the trip. Prepare a list of students attending and give it to the secretary before departure. If you are visiting several sites or your trip is longer than one school day, please attach a detailed itinerary. Overnight field trips require approval from the School Board, requests must be submitted at least one week prior to the school board meeting.

Name of Group/Class: \_\_\_\_\_ Total number of people: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Trip (Mo/Day/Yr): \_\_\_\_\_ Departure Time (am/pm): \_\_\_\_\_

Return Date (Mo/Day/Yr): \_\_\_\_\_ Return Time (am/pm): \_\_\_\_\_

Contact phone number at your destination: \_\_\_\_\_

Chaperones: \_\_\_\_\_

How will this trip fit within your curriculum and how do you plan to use the information you obtain?

Transportation: Bus Required \_\_\_\_\_ Private Car \_\_\_\_\_ Walking \_\_\_\_\_

Background checks must be done for each person (non-staff) that is transporting students in district or private cars. Contact the district office to make arrangements for the background checks to be completed prior to the departure of the field trip. All drivers (district employees and non-staff) must complete the Type II form with the district office and submit proof of valid insurance, and a copy of their driver's license.

All non-staff drivers have completed the background check:  YES  NO

All drivers (district employees and non-staff) have completed the Type II form and have submitted proof of valid insurance and a copy of driver's license:  YES  NO

Teacher's Signature: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_

.....  
(Detach here and return to the teacher)

To: \_\_\_\_\_ (Teacher's name)

Arrangements have been made for your field trip on: \_\_\_\_\_ (Mo/Day/Yr)

The driver will be: \_\_\_\_\_

Departure Time: \_\_\_\_\_ am \_\_\_\_\_ pm

Signature (Bus Garage): \_\_\_\_\_