

**FIELD TRIP APPROVAL**

The Principal is to provide this form to the Office of the Superintendent after a field trip has been approved by the Principal. In accordance with **Administrative Procedure 260 – Field Trips**, the signing of this form by the Principal indicates that:

- a. the Principal has received the required documents from the Teacher-Leader
- b. the requirements of the administrative procedure have been achieved
- c. the Principal has approved the field trip and has forwarded all required documentation to the Office of the Superintendent for preliminary and final approvals where required.

Name of School:

Teacher:

Grade(s):

Date(s) of  
Trip:

Destination:

Departing Time:

Return Time:

Purpose of Trip:

**Transportation Used:**

Walking	School Vans	Community Vans	GYPSP
			Bus #
Commercial Carrier			Private Vehicles
Company:			Insurance on File:
			Yes      No
Other: (Specify)			

**Type of Field Trip:**

<b>Type:</b>	Co-curricular	Extended Co-curricular	Extra-curricular
<b>Category:</b>	A	B	C      D

Principal's Conditions of Approval:

Date:

Signature of Principal:

**DISTRIBUTION: File at school level, copy to Office of the Superintendent.**