

**SPARTA UNIT #140
REQUEST FOR FIELD TRIP
(Request is due two weeks prior to field trip date.)**

Date of Request:		
Requester:		School:
Grade Level, Group or Organization (For example, Grade 5, Math Club, etc.):		Group or Organization Sponsor (if applicable):
Trip Destination:		Date of Trip:
School or Departure:		Return School:
Departure Time From School:		Return Time to School:
Number of Students:	Number of Chaperones:	Number of Busses Needed:
Substitute Needed (please check): Additional Information Regarding Substitute Teacher Needs (For example, two substitutes needed; a.m. only, etc. – <u>be specific</u>)		

ALL STUDENTS MUST HAVE A SIGNED PERMISSION SLIP PRIOR TO GOING ON THE FIELD TRIP.

Please attach a copy of the detailed permission slip to be sent to parents.

Signature of Requester

What is the purpose of the trip?

If the trip relates to the curriculum, specifically which Illinois Learning Standards will be addressed?

Please provide a list of all students who are not eligible for district transportation on a regular basis.

