FRONTIER CENTRAL SCHOOL DISTRICT

5120 Orchard Avenue Hamburg, NY 14075

FIELD TRIP- SPECIAL TRIP REQUEST FORM

CATEGORY I

Category I field trips are limited to one-hour travel each way

INSTRUCTIONS:

- A) Requestor: Submit this completed form to the Building Principal at least twenty (30) working days before requested date of the trip.
- B) Building Principal: After approval, send original form to the Transportation Supervisor for approval.
- C) Transportation Supervisor: After approval, send original back to Building Principal. (Retain copy for your records.)

D) Building Principal: Please duplicate and distribute as follows:

ONE copy to Teacher

ONE copy to Assistant Superintendent for Instruction

Transportation

Reason not approved:

ONE copy to be retained by Building Principal

When contracting with a private carrier you must notify the Frontier

Department so that private carrier driver's information may be obtained.

CATEGORY I FIELD TRIP - SPECIAL TR	RIP REQUEST FORM AND	AUTHORIZATION			
Circle Day: Sunday Monday Tuesday					
	Date of Submission				
	Please note most drivers become available after 9:15AM				
(Building) Class/Activity					
Is a wheelchair bus required? Circle one: YI					
Destination/Address Est. Mileage					
		Please note most drivers need to be back for their PM Bid by 1:15			
(Building) (Time) Stop enroute is requested? Circle one: NO	YES - Location				
Requesting Teacher					
Educational Purpose					
Supervising Teacher(s)					
Name(s) of other adult(s) accompanying tea					
Field trip cost \$ Transportation (Cost \$				
Budget Funds Available? Circle One: YES	S NO				
Building Principal's Authorization Cir	rcle One: Approved No	t Approved			
Signature					
Transportation Supervisor's Authorization					
Signature					

FIELD TRIP PLANNING WORKSHEET 2022-2023

reference. Superintendent for Instruction. After approval, one (1) copy will be forwarded to transportation for inclusion in that budget. Keep one (1) copy for Mileage for field trips can be obtained by using MapQuest - Driving Directions on the Internet. Please forward two (2) copies to Assistant

PRIORITIES: Field Trip request will be considered as follows:

1 (highest)

- a. Trip directly related to classroom instruction.
- b. Pupils unable to attend such a trip on their own or with parents.c. Instruction is available by a specialist at the field trip site.d. Trip itself involves learning in a district priority area.
- e. Preliminary trip instruction and/or follow-up instruction will involve learning in a District priority area.
 f. Trip is related to and compliments the total classroom program.

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				CAT.
				EXPLANATION OF NEED
				DESCRIPTION OF DESTINATION
				Numb er of TRIPS
				Numb er of PUPILS
				1
				2
				3
				COST FOR FIELD TRIP(S) Hours x \$25.00
				FUEL \$4.10 x Miles
		В		IOTAL