



HANCOCK COUNTY SCHOOLS

APPLICATION FOR EDUCATIONAL FIELD TRIP

DIRECTIONS:

- STEP 1: Complete this form
- STEP 2: Obtain principal approval/signature
- STEP 3: If requesting HCS bus transportation, contact the Transportation Director for approval at 304.564.3156
- STEP 4: Send original completed application to the Superintendent's Office for approval (retain a copy for your records)

NOTE: Overnight Field Trips- Overnight field trips are required to be approved by the Superintendent **ONE MONTH** in advance. All overnight trips must be approved by Hancock County Board of Education.

When requesting an OVERNIGHT field trip, the following must be provided to the Superintendent's Office:

1. Agenda for the trip
2. Roster of students and chaperones
3. Background checks for those other than students and Hancock County employees (results must be received by the Superintendent's Office prior to departure)

Daytime Field Trips- Field trips occurring during the school day are required to be approved **TWO WEEKS** in advance.

TODAY'S DATE: _____ SCHOOL: _____

TEACHER: _____ GRADE/GROUP: _____

DATE OF VISIT _____ DESTINATION _____

ADDRESS OF DESTINATION _____

City

State

TIME OF DEPARTURE _____ TIME OF RETURN _____

HOW MANY STUDENTS WILL BE PARTICIPATING _____ HOW MANY CHAPERONES _____

IS A SCHOOL BUS BEING REQUESTED _____ IF YES, WHO IS PAYING FOR BUS _____ TOTAL BUSES _____

IF NO, WHAT TRANSPORTATION IS BEING USED _____

Are you acquainted with the place you will be visiting and the educational opportunities available? Explain in detail:

State the objectives of the trip in terms of education outcomes you hope your pupils will acquire and how you intend to follow-up this experience in your classroom: _____

Principal Signature

Date Approved

APPROVALS REQUIRED:

APPROVED

DENIED

Transportation Director's Signature

Date

APPROVED

DENIED

Superintendent's Signature

Date