

HICKMAN FIELD TRIP REQUEST FORM

Before taking students on any field trips, please fill out the following information.

Return to Main Office for principal's approval.

Date of request _____ Date of Field Trip _____

Teacher Name _____

Purpose of trip _____

Destination _____

Emergency Contact/Cell phone _____

Time Leaving Hickman _____

Time Returning to Hickman _____

Principal approval _____

FIELD TRIP CHECKLIST

To be completed by teacher:

_____ schedule field trip on all school calendar with Mr. J. D. Coffman (Main Office)

_____ permission slips signed and returned, if required, so a manifest (list of students with ID numbers going on field trip) can be generated and turned in with the bus request form

_____ **THREE (3) WEEKS prior to field trip complete Student Transportation of America bus request form (see Heather Croy, Main Office) and turn in manifest**

_____ send list of students with ID numbers going on field trip to attendance secretaries (Tina Aufranc, Debbie McMillen, Tracy Wirths, Tracy Bernskoetter)

_____ check with nurse to see if there are any students requiring meds/special health concerns

_____ **GO ON FIELD TRIP AND HAVE A GREAT TIME!!**