**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!!**