

# Regional School Unit 1

## Field Trip/Shuttle Request Form

**REQUESTS FOR FIELD TRIPS/SHUTTLES USE MUST BE RECEIVED  
BY CENTRAL OFFICE AT LEAST 2 WEEKS IN ADVANCE**

REQUESTS FOR **OUT OF STATE** AND **OVERNIGHT** TRIPS MUST BE MADE 30 DAYS IN ADVANCE

*\*All trips are subject to the Superintendent's approval. Out of state and overnight require Board Approval\**

School: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Date(s) of trip: \_\_\_\_\_ Is this an overnight trip? \_\_\_\_\_

Destination: \_\_\_\_\_ Is this an out of state trip? \_\_\_\_\_

Physical address: \_\_\_\_\_

**DEPARTURE TIME FROM SCHOOL:** \_\_\_\_\_

**ARRIVAL TIME AT DESTINATION:** \_\_\_\_\_

**DEPARTURE FROM DESTINATION:** \_\_\_\_\_

**ARRIVAL TIME BACK AT SCHOOL:** \_\_\_\_\_

**Special Needs?**

Wheelchair(s) \_\_\_\_\_

**Bag Lunch Needed? Y / N**

How many? \_\_\_\_\_

**Teacher in charge of trip is responsible for  
notifying kitchen staff of any food allergies.**

Do you require additional transportation between your departure and return? \_\_\_\_\_

If so, provide dates, times, destination: \_\_\_\_\_

**Please continue  
details or  
comments on  
reverse.**

**NUMBER OF STUDENTS:** \_\_\_\_\_ **NUMBER OF ADULTS:** \_\_\_\_\_

**PURPOSE OF TRIP:** \_\_\_\_\_  
\_\_\_\_\_

**PRE-PLANNING ACTIVITIES:** \_\_\_\_\_  
\_\_\_\_\_

**GOALS & OBJECTIVES:** \_\_\_\_\_  
\_\_\_\_\_

**POST-TRIP ACTIVITIES:** \_\_\_\_\_  
\_\_\_\_\_

☐

**NO BUS NEEDED**

If no bus needed, how will students arrive/return? \_\_\_\_\_

\_\_\_\_\_  
Teacher in Charge of Trip

\_\_\_\_\_  
Date

**Funding Source:** (To be completed by school office personnel)

\_\_\_\_\_  
Principal/Director

\_\_\_\_\_  
Date

\_\_\_\_ Principal's Office

\_\_\_\_ Classroom Teacher

\_\_\_\_ Cafeteria Personnel

\_\_\_\_ School Nurse

(Revised 10/25/2023)

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Student Representative

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

☐ Spreadsheet

☐ Board Approved \_\_\_\_\_

☐ DL to File

☐ Denied \_\_\_\_\_

☐ Copy to School