

# Field Trip Request Instructions

**--To be completed a minimum of 30 school days prior to date of trip--**

## Step 1.

Submit **Field Trip Form** and **Roster** of all students who will be attending the trip to the School Nurse for review.

- If the trip occurs beyond normal school hours, all permission slips must be reviewed by the school nurse to review parent documented “special medical conditions and or medications.”

## Step 2.

Complete Section I of **Field Trip Form** and submit to Building Administrator for approval