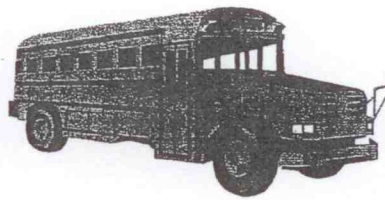


**Field Trip/Bus Use Request  
Form  
Little Compton Public Schools**



1. Check date/time with the principal.
2. Check transportation arrangements.
3. Complete this request and return to principal for subsequent processing.
4. If approval is granted:
  - a. Secure parental permission slips for all students.
  - b. Notify the nurse of all field trips.
  - c. Take attendance before you leave and report absentees to office.

Date \_\_\_\_\_

Name \_\_\_\_\_

Field Trip To \_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Time of Departure \_\_\_\_\_ Time Returning \_\_\_\_\_

Educational Purpose of Trip \_\_\_\_\_

Number of Students \_\_\_\_\_ Class or Group \_\_\_\_\_

Cost Per Student \_\_\_\_\_ Other Costs \_\_\_\_\_

Number of Busses \_\_\_\_\_ Substitute(s) Required \_\_\_\_\_

Names of Supervisors/Chaperones \_\_\_\_\_

Principal Approval \_\_\_\_\_