

SCOTLAND COUNTY SCHOOLS

Request for Approval

Field Trip

Approval Required by Principal & Supt. (Designee): *Local & out-of county day trips. To CO 10 days prior to trip.*

Approval Required by Principal, Supt. (Designee), & Board of Education:

Overnight & out-of-state trips. To CO 30 days prior to Board Meeting preceding trip.

Teacher (s): _____ School: _____ Grade(s): _____

Trip to: (exact destination and city) _____

Date (s) of Trip: _____ *Mode of Transportation: School Bus _____
of School Days involved: _____ **If using Charter Bus, a Activity Bus # _____
Departure Time is required: _____ Charter Bus _____

Number of Students: _____ Length of trip: Miles _____ Hours _____

Cost per student: _____ Source of funds: _____

** Chaperone(s): _____

Total # of Adults: _____

Purpose of the Trip (How does this relate to objectives in the North Carolina Standard Course of Study? List curriculum area(s) and objective(s) numbers.):

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Action by Principal _____ Approved
_____ Denied

Principal's Signature Date

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Action by Supt. (designee) _____ Approved
Action by Transportation Director _____ Approved
Action by Board of Education _____ Denied

Transportation Director's Signature Date

Superintendent's (Designee) Signature Date

Board of Education Signature Date

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* Work with transportation on procedures for use of charter bus(s)
** More than one chaperone per bus, one chaperone must sit in back of bus.

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Copy to Teacher _____
Copy to School _____
Copy to Transportation _____
Copy to Scotland Scholars _____
Copy on File _____