

MOUNT VERNON HIGH SCHOOL



Field Trip Request Form

Today's Date	_____
Date of Field Trip (must have 2 weeks advanced notice)	_____
Time off campus/out of school	_____
Location	_____
Class	_____
# of students attending	_____
Teacher	_____
Curricular Connections - What are students learning/achieving?	_____
Has Mr. Brand approved this field trip?	_____
Do you need a sub? Has your absence been entered into SEMS?	_____
E-mail sent to high school staff?	_____
E-mail sent to school nurse so student health concerns may be addressed? Have you passed out permission slips to your students?	_____
Names of Chaperones attending	_____
Pre-Approved Absence Forms AND Permission Slips been collected?	_____
Lunch - Will you be gone over lunch and what is the specific plan for student lunches? Have you contacted the kitchen staff to make arrangements?	_____
Transportation needed? If so, please attach the transportation request form. Gas fees must be considered in costs.	_____
Extra costs involved? Please explain.	_____



"Promoting Excellence in Academics, Arts, and Athletics"