



Field Trip Request Form

Revised 02/25/19

Caswell County Schools

P.O. Box 160, Yanceyville, North Carolina / Ph: 336-694-4116 / Fax: 336-694-5154

Date Received in Superintendent's Office: _____

Date Approved: _____

Out of State <input type="checkbox"/>		Overnight <input type="checkbox"/>	
School:		Trip Date:	
Grade(s)/Group/Organization Involved:			
Number of Students: <i>(list participants on back of form)</i>		Number of Adults: <i>(list participants on back of form)</i>	
Destination:			
Transportation By:		Cost:	
Total Cost of Trip:		Cost Per Student:	Cost Per Adult:
Source of Funds:			
Sponsor Contact:		Phone #:	
Departure Date:		Departure Time: A.M. / P.M.	
Return Date:		Return Time: A.M. / P.M.	
Description of trip/educational value: <i>(Itinerary MUST be attached when submitting this form)</i>			
Signature for Teacher/Supervisor: _____		<p>Requests must have the approval of the Superintendent at least ten (10) calendar days prior to the proposed date of departure. Exceptions to these date requirements will be considered in situations where the scheduling of activities is beyond the control of Caswell County Schools. (Board Policy 635)</p>	
Date _____			
Signature for Principal: _____			
Date _____			
Signature for Superintendent/Designee: _____		Date _____	