

FIELD TRIP REQUEST

Date of Request _____

Individual Making Request _____

Class to attend field trip _____ Number Attending _____

Destination _____

Date(s) of Field Trip _____ From _____ am To _____ am
pm pm

Method of Transportation _____ Round Trip _____
Mileage _____

The names of the students who will be attending should be listed below:

Signature _____ Approval _____
Instructor Division Chair Date

Vice President for Academic Affairs Date

(This form is to be filled out and filed in the Office of Instruction at least one week prior to the trip. If class time other than the above will be missed, a class coverage form must accompany this request.)