### RANGLEY LAKES REGIONAL SCHOOL FIELD TRIP REQUEST FORM

**STEP 1: COMPLETE THE FOLLOWING INFORMATION:**

Teacher/staff requesting field trip: ______________________________________________________

Destination: _______________________________________________________________________

Date(s) of trip: ____________________ Purpose of trip: ____________________________________

__________________________________________________________________________________

Educational Justification (what are the educational objectives? How do these relate to the Maine Learning Results, i.e. which performance indicators are being addressed? ________________

Team, subject area or grade level: ______________________________________________________

Teacher/staff chaperones: _____________________________________________________________

__________________________________________________________________________________

Parent chaperones: _________________________________________________________________

Lead teacher/staff signature: __________________________________________________________

**STEP 2: TRANSPORTATION ~ TO BE SIGNED OFF ON BY DIRECTOR OF TRANSPORTATION**

NO: _____

YES: _____ Time of departure from RLRS: ____________. Time of return to RLRS: ____________

Number of student participants: _______________________________________________________

Signature of Director of Transportation ___________________________ Date ________________

**STEP 3: NOTIFY KITCHEN IF STUDENTS WILL BE MISSING LUNCH OR NEED BAG LUNCHES**

Signature of Director of Food Service ___________________________ Date ________________

**STEP 4: SUBMIT REQUEST FORM TO THE FRONT OFFICE**

Date submitted to office: ____________________________

___ Approved  ___ Denied (please state reasons) ________________________________

Principal signature ___________________________ Date ________________

REVIEWED: 9.18.2023