

RANGELEY 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