

Keystone School District  
Field Trip  
Pre-Approval Request

The \_\_\_\_\_ is seeking  
permission to plan a Field Trip \_\_\_\_\_  
(destination)  
on the following date(s): \_\_\_\_\_.

Number of Students making the Trip: \_\_\_\_\_

Methods of Transportation: \_\_\_\_\_ Number of Busses Needed: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

List All Staff Members and Other Adults who will make the Trip:

\_\_\_\_\_  
\_\_\_\_\_

The Educational/Instructional Objective to be addressed is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The State Standard to be met is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Trip Coordinator will be: \_\_\_\_\_

**The Trip will be Financed by:**

Note: A brief explanation is all that is necessary (Example—CATS Funds, Student Contribution and Budgeted Money).

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### A Tentative Itinerary Follows:

[illegible]

**Submitted By:**

Name

Date \_\_\_\_\_

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Approved By:

Department Head

Date \_\_\_\_\_

Building Principal

Date \_\_\_\_\_

Superintendent

Date \_\_\_\_\_

**Note: All overnight trips require Board approval. This form must be submitted within adequate time to be presented to the Board on the second and third Mondays of the month.**