

WILKES-BARRE AREA SCHOOL DISTRICT  
REQUEST FOR FIELD TRIP 2019-20

2019-20

DATE SUBMITTED: \_\_\_\_\_

School(s): \_\_\_\_\_ Grade: \_\_\_\_\_ Special Education: \_\_\_\_\_  
(If multiple schools are going on same trip/bus, please list all school's)

Submitted by: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Departure Time From School: \_\_\_\_\_ Departure Time from Destination: \_\_\_\_\_

WBCTC/VoTech Drop (Yes or No): \_\_\_\_\_ (If Yes) Time: \_\_\_\_\_

Lunch/Dinner Stop (Yes or No): \_\_\_\_\_ (If Yes) Where and Time: \_\_\_\_\_

Wheelchair Van Needed (Yes or No): \_\_\_\_\_ (If Yes) Name of Stdnts & Nurses: \_\_\_\_\_

Names of Teacher(s) Accompanying Students: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_  
(If multiple schools are going please list how many from each school)

Destination of Field Trip: \_\_\_\_\_

Address: \_\_\_\_\_

Objective of Trip: \_\_\_\_\_

**Type of Transportation:**

STA Bus Co (Trans. Dpt will book bus): \_\_\_\_\_ Charter (teacher will book bus): \_\_\_\_\_ Walking: \_\_\_\_\_

**\*Who will be funding the bus:** District \_\_\_\_\_ Or Other (please list) \_\_\_\_\_

Names of Teachers Requiring Substitutes: \_\_\_\_\_

Approved \_\_\_\_\_ (Date) \_\_\_\_\_ Signature of Principal

Approved \_\_\_\_\_ (Date) \_\_\_\_\_ Signature of the Director of Curriculum

Approved \_\_\_\_\_ (Date) \_\_\_\_\_ Signature of the Transportation Department

**FIELD TRIP INFORMATION**

Upon approval from the principal, the completed form will be submitted to the Director of Curriculum for approval. If approved, the Director will submit the form to the transportation office in order to determine the availability of transportation. If transportation is available, the final approval will be given.

**\*\*REQUESTS NEED TO BE IN AT LEAST 3 WEEKS IN ADVANCED FOR ANY TRIP\*\***

Sponsors are responsible for:

1. A lesson plan with objectives must be submitted with the request.
2. A list of names and phone numbers must be submitted to the transportation department. Email list to Sylvia Decker.
3. Written parental permission from parents must be obtained before students are allowed to go on a trip.
4. A professional employee must accompany each group being transported.
5. All trips taken must obtain final approval prior to taking any trip.
5. If the bus breakdowns, the principal and transportation department must be called.
6. If there are any questions pertaining to the field trip, call extension 1115.

\*Note: In the event of school cancellation, delay, or early dismissal due to hazardous weather, the principal's discretion will prevail regarding Chartered Trips.

