



**Christ the Teacher**  
CATHOLIC SCHOOL

**Field Trip and Transportation Request Form**

This form is used by the faculty and staff to request permission, in advance, from the principal for any field trip and/or request for school-issued transportation. This approval should be sought at least two (2) weeks in advance.

Date Requested: \_\_\_\_\_

Name of Leader/Person Responsible: \_\_\_\_\_

Contact Information (cell/email): \_\_\_\_\_

Location of Event: \_\_\_\_\_  
(include address)

Departure Information:      Date: \_\_\_\_\_ Time Leaving School: \_\_\_\_\_

Return Information:      Date: \_\_\_\_\_ Time Returning to School: \_\_\_\_\_

Number of Passengers:      Students: \_\_\_\_\_ Parents: \_\_\_\_\_ Total: \_\_\_\_\_

Transportation Requested (check all that apply):  
\_\_\_\_\_ Bus(es)  
\_\_\_\_\_ Van(s)  
\_\_\_\_\_ Parent Vehicle(s)  
\*you coordinate\*

Financial Plan  
\_\_\_\_\_ Participants Cover Expense: \_\_\_\_\_ (cost per participant)  
\_\_\_\_\_ Budgeted through Department: \_\_\_\_\_ (Department)  
\_\_\_\_\_ (Principal Signature)

\*\*\*For School Field Trips Only\*\*\*  
Educational Objective/Learning Outcome of field trip that can't be met in the classroom:

Principal Approval:  
\_\_\_\_\_  
Date: \_\_\_\_\_