

Entiat School District Trip Request Form

Today's Date: _____

Teacher/Advisor Name: _____

Destination: _____

Destination Contact/Number: _____

Completed form must be submitted to District Office no later than **(14) school days before travel date.**

When the trip has been fully approved, you will be provided with a permission slip.

DO NOT create your own permission slip.

Trip Details

Date of Trip: _____ Date Permission Slip Needed: _____

Departure Time: _____ Return Time: _____

Departure and Arrival times may need to be negotiated depending on schedule conflict with regular bus routes.

Class/Group: _____

Number of Students: _____ Number of Adults: _____

Chaperones Requested: Yes No If Yes, How Many: _____

Type of Transportation Needed:

Approval is subject to the availability of buses and/or drivers.

Bus

Yukon

Ferry (requires extra form and 96 hr notice)

Other (please explain) _____

Trip Costs:

Field Trip Costs: _____

PO/Credit Card Needed: Yes No

Food Service: Sack Lunch Lunch Money Letter to be Sent/Attached

Other Information

What is the Educational Purpose of the Trip: _____

Is there Special Equipment Needed: _____

Other Information for Permission Slip: _____

Teacher/Advisor: _____ Date: _____

Principal: _____ Date: _____ Approved Denied

Superintendent: _____ Date: _____ Approved Denied

Transportation: _____ Date: _____ Approved Denied