

**Gorham School Department
Field Trip Request**

To schedule a field trip (including trips between our school buildings), please fill out the information requested below and submit to your Principal at least two weeks in advance of the proposed trip to accommodate the School Department's approval process and the scheduling of buses.

Name _____ School _____
Grade Level(s)/Content Area(s) _____ Date _____

Identify the proposed Field Trip, including the exact location and date for the trip.

Present a detailed description of the rationale for the trip including why it is a sound teaching and learning experience for students and how, as a learning experience, it is aligned with the grade level and content area work in your area of responsibility.

Explain how your students will identify, understand, and appreciate the linkages of this Field Trip focus and experience with the respective grade/content level study in the classroom.

How will this Field Trip experience inform and enrich your teaching?

How will the learning of students and staff from this experience be shared with other students and your colleagues in the school and across the district?

How many students will participate?

What is the total cost of this Field Trip and funding source? Please include all associated costs. Is there financial assistance available for students in need? How will those students be identified and the funds distributed?

List the name, position, and responsibility (ex: teacher, staff member, parent) of each chaperone.

Do any students have special medical conditions? ___ Yes No___

Nurse's Signature Required

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Please sign and submit your request to your building Principal for initial approval.

Teacher Signature

Date

Principal Signature

Date

Comments:

All Field Trip proposals (*other than trips between our school buildings*) are to be submitted to the Superintendent of Schools. Approval or non-approval will come from that office. Approvals will be forwarded to the Transportation Office for scheduling.

Approved _____

Not Approved _____

Superintendent of Schools

Date

Comments:

At the conclusion of the Field Trip experience, you are requested to submit a one page narrative describing what you and your students learned, how, in specific terms, it will supplement and complement classroom teaching and learning, and, ideas that you have generated as a result of this experience. Narratives may be emailed or snail-mailed to the Superintendent and copied to your building Principal.

TRANSPORTATION DEPARTMENT USE

DRIVERS SIGN-UP

Date of Trip: _____
School: _____
Destination: _____
Time Depart School: _____
Time Arrive Destination: _____
Time Depart Destination: _____
Time Return to School: _____
Buses Used _____
Multiply hrs x buses: _____
Total Expense: _____
Driver(s): _____

