

Teacher’s Field Trip Information Form – PES

Teacher: _____

Destination: _____

Date of Trip: _____

PROCEDURE: Submit this form to the Principal at least **two weeks** before your trip for approval. If the top half is incomplete, it will be turned. Drivers can be added later if necessary. Please complete the form and turn it in to the office for processing. *The **teacher** will add the trip to the Google Calendar(s), cancel SpEd service providers and confirm SCIA coverage.* It is the **teacher’s** responsibility to insure parent drivers turn in completed driver paperwork and student permission slips. **All paperwork must be received a minimum of two school days before the trip.**

Educational Standard(s) Supported:

Time of Departure from School: _____ Time of Arrival at Location: _____

Time of Departure from Location: _____ Time of Arrival at School: _____

Transportation by: (circle one) charter bus city bus personal vehicles walking other: _____

Are the students expected to contribute a donation toward entry fees or other costs? YES NO

If yes, how much is the suggested donation \$ _____

- We will need school lunches, and Food Lab has been informed.
 - We will NOT need school lunches, and Food Lab has been informed.
- (check one of the above)

DRIVERS or CHAPERONES (You must have 1 adult per 10 children)

District policy requires that all drivers must have the following on file before driving:

1. Have completed the Pacific School Field Trip Driver Policies form **AND** Volunteer Form
2. A current DMV printout which shows no moving violations (valid for 1 year from printout date)
3. A valid copy of their driver’s license
4. A valid copy of their Insurance ID for the vehicle to be driven indicating insurance is paid and current

Name of Parent Driver	Seat-belts	Driver form	Volunt. Form	DL copy	Ins copy	DMV form

Principals’ Signature _____ Date: _____