

Recreational

Check all that apply.

DCPS funded

Source of Funding

Dickenson County Public Schools 309 Volunteer Ave., PO Box 1127 Clintwood, Virginia 24228 276-926-4643 276-926-6374 (FAX) www.dickenson.k12.va.us

Explain

Sponsored

FIELD TRIP REQUEST FORM

(PRINT AND SUBMIT TWO COPIES OF THIS COMPLETED FORM.)

Field Trip Information School **Teacher Initiating Request** Date of Request Destination Address School Bus(es) Date(s) of Trip Departure Time Return Time # of Students Grade Transportation Level(s) DCPS Car(s) Check here only if students will stay overnight. Personal Car(s) **Purpose of Trip Adult Supervision** (Refer to Guidelines for Field Trips for description of acceptable purposes.) Check all that apply. ☐ Directly Instructional Parents or other volunteers Subject & SOLs (if relevant) Teachers or other DCPS personnel Check if substitute teacher(s) will be required. Indirectly Instructional **Educational** List names of all benefits

participating DCPS personnel.

Other Information

School funded | Identify | Sponsor | Teacher's Signature |

TO BE COMPLETED BY PRINCIPAL | TO BE COMPLETED BY SUPERINTENDENT |

Trip Approved | Trip Disapproved | Trip Disapproved | Trip Disapproved | Date | Comments |

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Principals's Signature

If a school bus will be used, complete a Field Trip Bus Voucher for each bus after the trip.

Superintendent's Signature