



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

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

Date(s) of Trip Departure Time Return Time # of Students Grade Level(s)

Transportation School Bus(es)
 DCPS Car(s)
 Personal Car(s)

Check here only if students will stay overnight.

Purpose of Trip

(Refer to Guidelines for Field Trips for description of acceptable purposes.)

Directly Instructional Subject & SOLs (if relevant)

Indirectly Instructional Educational benefits

Recreational Explain

Source of Funding

Check all that apply.

DCPS funded Sponsored Identify Sponsor

School funded

Participant funded

Adult Supervision

Check all that apply.

Parents or other volunteers
 Teachers or other DCPS personnel Check if substitute teacher(s) will be required.

List names of all participating DCPS personnel .

Other Information

 Teacher's Signature

TO BE COMPLETED BY PRINCIPAL

Trip Approved Trip Disapproved Date

Comments

 Principals's Signature

TO BE COMPLETED BY SUPERINTENDENT

Trip Approved Trip Disapproved Date

Comments

 Superintendent's Signature

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