



Bus Needed? YES NO

Wheelchair Lift? YES NO

School City of Mishawaka MEMORANDUM OF FIELD/STUDY TRIP and REQUEST FOR FIELD/STUDY TRIP TRANSPORTATION

Transportation must receive this form at least **one week** in advance.

Instructions to Sponsoring Teacher[s]- Submit completed form to principal.

Instructions to Principal- Review form for your approval. If you approve, forward to Business Manager.

Name of school _____ Today's date _____

Sponsoring teacher[s] _____ Grade[s] _____

What is the purpose of this field/study trip, including content area[s] addressed and the intended educational objectives?

Destination _____ City _____ State _____

Day and date of excursion _____ Specific kind of transportation to be used _____

Time leaving school _____ Time returning to school _____ Lunch at school YES NO

of students participating _____ Do all have written consent? YES NO # whose parents refuse consent _____

How will the field/study trip be financed? _____

For school bus[ses]:
Number of passengers _____

Does the sponsoring teacher[s] understand that the individual school is responsible for adequate supervision of students while on the trip? YES NO

Does the sponsoring teacher[s] further understand that the bus driver will be in charge of all passengers while riding the bus? YES NO

Special instruction for driver: pick up entrance? _____

For private transportation:
Is the owner's statement that the vehicle is covered by at least minimum liability insurance of \$100,000/\$300,000 on file in the school office? YES NO

Signature of Sponsoring Teacher[s] _____ Action _____

of Principal: Approved Denied Principal's Signature _____

..... Transportation Only Below This Line

Date Received _____ Action Taken: Approved Denied

Classification of Field/Study Trip: Free Charge to School

Transportation Signature _____