

East Allen County Schools FIELD TRIP REQUEST FORM

(Revised 04/17)

TEACHERS: Please complete this form, print or email it to your school staff member responsible for entering trip requests in RDS (AS400). **If the trip requires both gen ed and mini buses, separate trip request forms must be submitted.** If there are special needs students on this trip, email a second copy to Kim Snyder at ksnyder@eacs.k12.in.us

Date: _____

School: _____ Group: _____

Teacher(s): _____ Phone: _____

Depart Date: _____ Day: _____ Time: _____ AM PM

Return Date: _____ Return Time: _____ AM PM

Pick Up Location: _____ Door: _____

Destination(s): _____

Trip Purpose: _____

Total number of students: _____ Total number of adults: _____

Sack Lunch: YES NO

Special Needs Class? YES NO Require Mini Bus? YES NO

Quantity Special Equipment: Star Seats _____ Safety Vests _____ Lap Belts _____

Manual W/C _____ Power W/C _____

Trip Notes or Special Instructions:

APPROVAL:

Principals Signature: _____

Date: _____