



University Preparatory Academy District

FIELD TRIP REQUEST FORM

Date requested: _____ Advisor(s) requesting: _____ Grade(s) _____

Advisor(s) Cell#: _____ ; _____

Date of trip: _____ Departure time: _____ Return time: _____

Field trip name and address:

(Name) _____ (Address) _____

(City) _____ (State) _____ (Zip) _____ (Phone#) _____

Educational

Objective: _____

Number of students attending: _____ Advisors: _____ Parents: _____

Admission fee per student \$ _____ Teacher fee: yes/no (circle one)

Parent/Chaperone fee per person \$ _____ Number of Complimentary tickets _____

Total Admission cost (per child/chaperone): _____ Date check is needed _____

Make check payable to: _____

Mode of transportation: (circle one) walking bus other: _____

If a bus is needed the transportation supervisor must sign off at the bottom if approved.

We will eat: (circle one) on trip at school bag lunch

of lunches from food service needed: _____ Miscellaneous information: _____

FIELD TRIPS MUST BE APPROVED PRIOR TO COMMUNICATING WITH PARENTS AND STUDENTS

Approved by _____ Date _____

(Building Principal)

P.O. #: _____

Approved by _____ Date _____

(Transportation Director)

UPA Bus(es) Available: YES _____ NO _____ Alternate Bus Vendor: _____

Check off-

Copy sent to:

Fiscal Administrator _____ Food Service Administrator _____ Transportation Mgr. _____

Specialists were informed on: _____

Advisor who will cover classes: _____

To be completed by Bus Driver:

Time on: _____

Beginning Mileage: _____

Time off: _____

Ending Mileage: _____



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FIELD TRIP REQUEST GUIDELINES

1. Provide a completed Request form to your Building Principal for approval. (Allow 5-7 business days for processing).
 - In the event you schedule a field trip and some of your students elect not to participate, make arrangements with one or two colleagues to cover your classes in your absence *prior to* scheduling your field trip. Please provide a list of students to the front desk and the covering teacher of any student who will remain at school 48 hours prior to the trip. Provide detailed plans to the covering teacher assignments students must complete and/or project assignments. The day of the trip, notify the front desk and the covering teacher prior to departure if any students need to be added to the list because they were not in attendance at the time of departure.
2. Once approved, obtain an approved P.O. number and add it to the form.
3. Provide the approved request form with the P.O. number added to the Transportation Supervisor for approval of bus availability.
4. In the event you schedule a quick walking trip to WSU or the Library, make certain the form is complete (excluding PO information and bus information) and provide it to the Family Service Coordinator for your building. Please be mindful that all field trips are commonly planned ahead of time, therefore whenever possible try to minimize unexpected trips.

Please Note:

- All Field Trips will return to the school no later than 2:45 for unloading and preparation for dismissal.
- The Advisor/Coach and Driver will complete a walk through before **and** after the trip to inspect the inside of the bus and address any issues if necessary. If the bus is not cleaned properly at the conclusion of the field trip, it will result in additional charges.
- The Advisor/Coach must be prepared to ride the bus with students to the field trip location. Parent chaperones are welcome to ride the bus as well.
- Please keep your cell phone on at all times as this is the quickest way the school can contact you in case of an emergency.