

PLYMOUTH COMMUNITY SCHOOL CORPORATION

STUDENT ACTIVITY REQUISITION – FIELD TRIP

Date of Activity: _____ Length of time to complete the activity: _____

Number of students participating: _____ Substitute teacher needed for periods: _____

Location of activity: _____

Name of Guide/Speaker and Description of Activity:

Educational Objective (list the curricular area(s) this activity supports):

Chaperones (attach a list if necessary): _____

Attach itinerary: _____

I certify that the activity being requested is in compliance with all the following criteria:

- a. The activity is consistent with and promotes the written educational philosophy and goals of the local school corporation and the State Board of Education.
- b. The activity is necessary for the attainment of specific educational goals of the participating students or the school.
- c. The activity cannot occur without interrupting the instructional day.
- d. The activity represents a unique educational opportunity for participants or fulfills a unique community priority.
- e. The activity has the approval of the principal and the Superintendent.

Teacher / Sponsor

School Building

Grade Level / Department

Date

Principal Approval

Superintendent Approval

Date

Date

For Bus Request, go to InfoFinder (Transfinder)