

# Thomas Kelly High School

## Educational Field Trip Request

1. Requests will be approved only for trips which correlate directly with the curriculum and are an extension of classroom experiences.
2. This form must be returned to the office **AT LEAST TWO WEEKS** prior to the proposed field trip; along with the copies of the **COMPLETED CLASS COVERAGE FORM**.
3. State law requires one adult chaperon for every 10 students, and **ONE** of every three chaperones must be a teacher. It is strongly recommended, given the attitude of our society at large today, that teachers should never be in the company of students without another adult.
4. IT IS THE RESPONSIBILITY OF THE TEACHER TO:
  - a. Ensure student permission **forms are signed** by the parent or legal guardian.
  - b. Distribute the parent permission/class release forms at least five school days prior to the trip.
  - c. **Keep** the parent permission/class release forms **on file**.
  - d. Submit a **roster of the students** who are attending the field trip, just prior to leaving Kelly High School.
5. Requests for trips within the last three weeks of the school year, will **NOT** be accepted.

Name of the place being visited: \_\_\_\_\_ Date of the trip: \_\_\_\_\_

Address of the place being visited: \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Number of students you expect to take the trip: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Total cost per student: \_\_\_\_\_ Transportation: \_\_\_\_\_  
 (This must be a CPS approved carrier)

Covered by:

- Collection from students  
 School Funds

\_\_\_\_\_ fund \_\_\_\_\_ Approval (Business Manager)

How does this trip relate to the educational program being taught in the classroom

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Chaperons

Teachers	Other Adults	Title
1. _____	1. _____	_____
2. _____	2. _____	_____
3. _____	3. _____	_____
4. _____	4. _____	_____

Sponsor's Signature \_\_\_\_\_ Dept. Chairperson's Approval \_\_\_\_\_ Date \_\_\_\_\_

YOUR FIELD TRIP HAS BEEN      APPROVED      NOT APPROVED

Ms. G Graves \_\_\_\_\_