

## Shoreline Public Schools LOCAL FIELD TRIP REQUEST

Local Field Trips are within the area south of Bellingham and north of Olympia, and west of the Cascade's summit and east of Puget Sound.  
Extended Field Trip forms must be used if traveling outside of that area, or for ALL overnight, Saturday, Sunday or any non-school day field trips.  
Request should be submitted no later than 7 days before the field trip. (Shoreline School District Board Policy #2320 & 2320P)

School/Group \_\_\_\_\_  
 Grade(s) \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Additional Teacher/Staff \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Trip \_\_\_\_\_  
 School Departure Time \_\_\_\_\_  
 Arrive @ Destination Time \_\_\_\_\_  
Return to School Time \_\_\_\_\_  
 Date of Application \_\_\_\_\_  
 # of Students \_\_\_\_\_ # of Adults \_\_\_\_\_  
 Class Periods Missed: \_\_\_\_\_ # of Buses \_\_\_\_\_

Destination (specific address required) \_\_\_\_\_

Purpose of Trip (Learning Objectives) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special Services Needed (wheelchair(s), luggage storage, etc) \_\_\_\_\_

**IF USING DISTRICT BUS TRANSPORTATION:**  
 Bus requests should be made 7 school days in advance of a trip or 10 days in advance of athletic & other trips.

Fund: ASB \_\_\_\_\_ General \_\_\_\_\_ (check one)

Account # \_\_\_\_\_  
 \_\_\_\_\_

Using District Vans? Y \_\_\_\_\_ N \_\_\_\_\_

**IF USING PRIVATE TRANSPORTATION:**  
 Students may only drive THEMSELVES-no other students  
 Indicate Parent drivers with a 'P'

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If using other forms of transportation (walking, ferry, train etc.) please indicate above**

**NOTE:** If using private transportation:  
 A list of parents/chaperones who are driving must be on file in the school office along with appropriate insurance verification forms before the field trip.

**TO BE FILLED OUT BY TRANSPORTATION**

Number of buses needed: \_\_\_\_\_

Estimated cost: \_\_\_\_\_

Recorded by: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received in Transportation

\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recorded @ SLC \_\_\_\_\_

Date \_\_\_\_\_

School keeps goldenrod copy and submits remainder no later than 7 days before the field trip.