

**TRANSYLVANIA COUNTY SCHOOLS
REQUEST FOR APPROVAL OF SCHOOL-SPONSORED TRIP**

School-sponsored trips shall be allowed when it is determined that they make a worthwhile contribution to the child's education and permission is given by the principal of the school.

Precaution for the safety of pupils is necessary. Arrangements must be made through the principal/designee. **NO FIELD TRIPS ARE TO BE TAKEN AFTER MAY 15.** All one-day field trips must be approved by the Director of Transportation. All overnight and out-of-state trips must be approved by the Superintendent. Requests should be submitted to and on the desk of the Director of Transportation at least two weeks in advance of trip.

Teacher's Name		School		Subject/Grade	
Date(s) of Trip		Time Depart	Time Return		Destination
Number of Students in Class			Number of Students Going on Trip		
Type of Transportation Needed				Cost Per Student	
How and where does this trip fit into the curriculum of your subject area or grade level?					
Have any of these students paid for previous field trips this year?			If so, what type?		
Are all procedures of Policy HCA-E being followed?					
Estimated cost to Transylvania County Schools (excluding school bus)					
Number of previous field trips this year					

Teachers signing this form agree by his/her signature to clean the interior of the bus before it is returned. Cleaning must take place as soon as the bus arrives back at school. All trash must be put into a plastic bag, removed, and the bus swept out, if needed. Check all seats for damage. Close all windows.

Comments from Supervisor:	OVERNIGHT AND OUT-OF-STATE TRIPS:	
	Superintendent	Date
	Teacher	Date
	Principal	Date
	Director of Transportation	Date
	Transportation Supervisor	Date