



**C.O.O.R.**  
**INTERMEDIATE**  
**SCHOOL DISTRICT**

## Field Trip Request Form

\_\_\_ COOR Educational Center    \_\_\_ Adult Transition Center    \_\_\_ CATIC (Career Tech)

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

Teacher Name: \_\_\_\_\_

Date of requested field trip: \_\_\_\_\_

Location of field trip: \_\_\_\_\_

\*Attach a description of why this trip is valuable and relevant to your classroom.

Number of students participating: \_\_\_\_\_

Number of staff/chaperones: \_\_\_\_\_ (All volunteers must have a clean iChat on file).

Substitute needed? \_\_\_\_\_ hours: \_\_\_\_\_

Time leaving: \_\_\_\_\_ Time returning: \_\_\_\_\_

Admission fees: \_\_\_\_\_ Payment: \_\_\_ Check \_\_\_ Credit Card

Write check payable to: \_\_\_\_\_

Luncheon needs \_\_\_\_\_

**\*\*Please contact RAPS if you need anything special outside of the ordinary or if you are not planning on getting hot lunch the day of the field trip\*\***

Bus \_\_\_\_\_ Special Ed Van \_\_\_\_\_ COOR Car \_\_\_\_\_ RAPS Van (CTE only) \_\_\_\_\_

Date transportation Request submitted to Dean: \_\_\_\_\_

Expected mileage: \_\_\_\_\_

\_\_\_ approved    \_\_\_ not approved -Comments on back or next page.

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

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

What account will the fees be coming from? \_\_\_\_\_

Transportation \_\_\_ available \_\_\_ not available

\*\*Submit to accounting in advance of trip (after approval) so a check can be written

**Remember to take a Tax Exempt forms. KEEP all receipts and turn into Accounting Department.**