BOOKER T. WASHINGTON SENIOR HIGH SCHOOL
FIELD TRIP COVER SHEET
Must be completed and attached on the front of the field trip package.

Date

Teacher(s)

FIELD TRIP INFORMATION

Purpose of the trip

Destination

Address

Telephone

Departure Date

Time

Return Date

Time

Total number of students

Total Number of Adults

Cost per student $ Means of collecting money

Pre-planning steps necessary for students

Follow-up plan for students

TRANSPORTATION

Bus Company

FORMS THAT SHOULD BE INCLUDED IN THE FIELD TRIP PACKAGE

IN-COUNTY FIELD TRIPS

• FM-2431 (Rev. 03-05) Fieldtrip permission request (remember to sign the form)
• FM-3530 (Rev. 08-98) Field trip roster
• FM-4573 (Rev. 06-01) Parent permission form
• FM-6298 (Rev. 10-01) Request for approval to use private vehicle for transporting students (private car only)
• FM-6646 (Rev. 06-05) Water related fieldtrip permission request (use only if field trip is water related)
• FM-6688 (Rev. 01-04) Parent permission form-water related field trip (use only if field trip is water-related)
• FM-6802 (Rev. 06-05) Chaperone list (use if chaperones other than M-DCPS employees are utilized. Chaperones must be cleared at Level I or Level II).
• Invitation / Documentation
• Professional Duty Request

OUT-OF-COUNTY FIELD TRIPS

• FM-0994 Travel expense report by faculty when accompanying students (Rev. 03-05)
• FM-2431 (Rev. 03-05) Fieldtrip permission request (remember to sign the form)
• FM-3530 (Rev. 08-98) Field trip roster
• FM-4573 (Rev. 06-01) Parent permission form
• FM-6298 (Rev. 10-01) Request for approval to use private vehicle for transporting students (private car only)
• FM-6646 (Rev. 06-05) Water related fieldtrip permission request (use only if field trip is water related)
• Detailed itinerary (Name of hotel, address, and phone number must be included)
• FM-6688 (Rev. 01-04) Parent permission form-water related field trip (use only if field trip is water-related)
• FM-6802 (Rev. 06-05) Chaperone list (use if chaperones other than M-DCPS employees are utilized. Chaperones must be cleared at Level I or Level II).
• Invitation / Documentation
• Professional Duty Request

Department Chair

Date

Activities Director

Date

Vice Principal/Asst. Principal

Date

Principal

Date

Not approved □ Reason