

**GENTRY SCHOOL DISTRICT  
INSTRUCTIONAL FIELD TRIP REQUEST**

*This form should be filed with the office at least two weeks prior to the trip.*

**Class/organization making request:** \_\_\_\_\_

**Teacher/Sponsor(s):** \_\_\_\_\_ **Grade/Class(s):** \_\_\_\_\_

**Chaperones (Names):** \_\_\_\_\_

\_\_\_\_\_

**Date of trip:** \_\_\_\_\_ **# of participants:** \_\_\_\_\_ **# Buses requested:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ **Return time:** \_\_\_\_\_

**Destination (include all side trips):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Purpose of the trip:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Instructional preparation for trip (pre-activities):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Follow-up instructional activities (post-activities):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADE Framework(s)/SLE #(s) addressed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person submitting request:** \_\_\_\_\_ **Principal** \_\_\_\_\_ **Approved**    **Yes** or    **No**