



# Jordan Middle School

## Field Trip Request Form

Today's date: \_\_\_\_\_

Staff name(s): \_\_\_\_\_

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

Time that you will be leaving campus: \_\_\_\_\_

Time that you will be arriving back on campus: \_\_\_\_\_

Location of field trip:  
(street address/phone number) \_\_\_\_\_

Number of student attending the trip/function: \_\_\_\_\_

How you are getting to the location: \_\_\_\_\_

Reason why you are going: \_\_\_\_\_

### Emergency information:

**Phone number at which we will be able to reach "YOU" during the field trip:**

\_\_\_\_\_

**If you are using parents to drive, do they have their insurance on file with the main office?  
(Insurance must be on file "BEFORE" the day of the field trip).**

**Have you contacted the health office with a list of students going on the trip who may have health issues?**

**Have you contacted the attendance office with a list of students going on the trip for SASI attendance?**

***\*The list of students going on trip needs to be on file with the health AND attendance office at least 48 hours prior to the trip.***

When you have completed the request form, please hand it in to Sara Elsbernd. She will check for conflicts on the Master Calendar (which is online on our school website). Field Trip requests will be forward to Administration for final approval.

\*Field Trip requests need to be turned in at least 2 weeks before event/trip for approval. This allows for enough time to have you notify the staff of your trip after receiving approval.

\*No field trip is approved until you receive a return approved copy of this form. An approved form has two signatures and a rubberstamp mark.

\*No student will be able to leave campus without the knowledge of the health/attendance office. Teachers are responsible for picking up the emergency backpacks from the health office prior to leaving for the field trips. These backpacks must go on every Jordan fieldtrip and should remain with the driver/chaperone of the students.