

Tioga ISD
Request for Educational Student Trip
(Field Trip)

Student Group/Grade/Class: _____

Date of Trip: _____

Destination: _____

How will trip be funded (paid for by students/parents, funds raised, etc)? _____

COSTS ASSOCIATED WITH TRIP

Will this trip be during meal times? _____ (Notify Cafeteria)

If yes, how will this be handled? _____

Entry/registration fees? _____

How will the group be transported?

School Bus(es)/Vehicles? _____ (Notify Transportation Dept)

Other? _____

Will this trip be overnight?

If so, how will lodging be handled? _____

Other expenses? _____

Explain: _____

Teacher's lesson plan and follow-up activities (attach copy of lesson plan):

Requested by (Teacher): _____

Subject area/grade level/course: _____

Principal Approval: _____ Date: _____

***** A copy of this approved form should accompany any payment requests sent to the Business Office.**