



Request for Out-of-Conference Field Trip

(See NPUC Education Code 1608:88)

CHECKLIST

- Chaperone Background Checks Complete
- Drivers Driving Record cleared
- Vehicle insurance provided and have adequate coverage

SCHOOL:	GRADES TAKING TRIP:		
DATES OF TRIP:	NUMBER OF STUDENTS:		
MODE(S) OF TRANSPORTATION:	NUMBER OF ADULT SUPERVISORS:		
LIST 1) ALL ADULTS ATTENDING, 2) IF A VOLUNTEER INFORMATION MINISTRY (VIM) FORM HAS BEEN COMPLETED, 3) IF BACKGROUND CHECK COMPLETED:			
NAME	CELL PHONE NO.	VIM FORM COMPLETE	BACKGROUND CHECK
1)		YES NO	YES NO
2)		YES NO	YES NO
3)		YES NO	YES NO
4)		YES NO	YES NO
5)		YES NO	YES NO
ITINERARY OF TRIP:			
HOUSING FOR STUDENTS:			
EDUCATIONAL GOALS OF TRIP:			

THIS REQUEST HAS BEEN APPROVED BY THE PRINCIPAL AND SCHOOL BOARD			
_____		_____	
Principal Signature	Date	School Board Chairperson	Date

THIS REQUEST HAS BEEN APPROVED / DENIED BY THE K-10 BOARD OF EDUCATION			
K-10 Board of Education Notified via:			
_____		_____	
Director of Education	Date	Email Meeting	Date: _____