|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FIELD TRIP REQUEST** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **School:** |  |  |  | **Today’s Date:** |  |  |  |  |
| **Teacher:** |  |  |  | **Grade/s:** |  |  |  |  |  |  |
| **To Where:** |  |  |  | **Date/s for Trip:** |  |  |  |  |
| **Purpose of Trip:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Number of Students Attending:** |  |  |  | **Number of Chaperons:** |  |  |  |  |
| **Mode of Transportation:** |  |  | **□ Driver insurance requirements have been met.** |  |
| **Type of Trip & Approval Process Required:** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Principal** | **SchoolBoard** |  | **ConferenceSuperintendent** | **MCBoardofEducation** | **NAD** |  |
| NOTE: All parents must be notified ***one week*** in advance for daytime field trips, and |  |  |  |
|  |  |  |  |  |  |  |  |
| ***two weeks*** in advance for overnight field trips. |  |  |  |  |  |  |  |  |  |  |  |
| Permission slips signed by parents or legal guardians ***must be obtained. No*** |  |  |  |  |  |  |  |  |
| ***telephone*** permission will be accepted. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **□** |  |  |  |  |  |  |  | (X) |  |  |  |  |  |
| **One-day** |  |  |  |  |  | X | Small |  |  |  |  |  |
|  |  |  |  |  |  |  |  | School |  |  |  |  |  |
| **□** | **Overnight within Conference** |  |  |  |  | X | X |  |  |  |  |  |
| **□** | **Overnight out of Conference within NPUC** |  |  |  |  | X | X |  | X |  |  |  |
| (submit to MTC 3 weeks prior to trip) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **□** | **Out of Union** |  |  |  |  |  | X | X |  | X | X |  |  |
| (submit to MTC before October or April Board of Education |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **□** | **Out of Division** |  |  |  |  |  | X | X |  | X | X | X |  |
| (submit to MTC Board of Education 6 months prior to trip) |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |
| **Principal Approval:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date | Principal’s Signature |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **School Board Approval:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date | Board Chair Signature |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Conference Superintendent:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date | Superintendent Signature |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **MC Board of Education:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** Approved |  | **□** Denied |  |  |  |
| Date |  |  |  |  |
|  |  |  |  |  |  |
| **NAD Approval:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** Approved |  | **□** Denied |  |  |  |
| Date |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |



**406.587.3101**

**renaeyoung@montanaadventist.org**

**Superintendent of Education**

**Office of Education**

**Montana Conference**

**of Seventh-day Adventists**