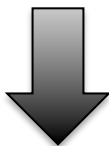


Field Trip Approval Process

Teacher/Coach
Submit Completed Form #1, Administration Approval Form to the Building Principal



Building Principal
Approve/Disapprove Trip



Building Principal
Sign and Submit completed Form #1 to Main Office

(Printed and submitted to various relevant departments)

Teacher/Coach
Submit Parent Information Form to Parents
(Form #2 kept by parents)

(This form is intended to provide information about the trip as a reference for parents)



Teacher/Coach
Collect Completed Parent Permission Form
(Form #3 submitted to school and kept by supervising teacher)

(Receipt for payment given to student/parent upon payment)