



# SMIS Excursions Form 2014-2015

Teacher's Name:

Application Date:

Student Group:

Trip Date:

Time Leaving:

Time Returning:

Contact Name:

Contact Phone #

Destination:

Destination  
Contact  
Information and  
address:

Did you contact  
the parents of  
the students?

Yes  
No

If Yes, how? If  
No, please  
explain

Please explain  
how students  
will be  
transported

Are substitutes  
required?

Yes  
No

Did you inform the HS  
Administrative Assistant?

Yes  
No

Please be aware that substitute plans should be submitted to the HS Administrative Assistant at least three days in advance.

