

CUBA INDEPENDENT SCHOOL DISTRICT



Field Trip Sponsor Approval Form

Approval of the school Principal is required for school events that involve taking children off School property. *The Field Trip Approval Form must be signed by the Principal before students are informed of the field trip and before permission slips are sent home to families.*

Events sponsored or coordinated by a school must be related to a specific school activity with defined goals and objectives and properly supervised. All school activities must be in compliance with the policy on field trips and transportation of the ASK Academy and the Off-Site Activities/ Chaperone Policy.

CUBA (Please Circle) HIGH SCHOOL MID-SCHOOL ELEMENTARY

Today's Date: _____

Designated Supervisor(s) of Activity: _____

Destination: _____

Purpose of Trip: _____

Sponsor has read the Field Trip Justification document: YES NO

Date of Trip: _____ Departure Time: _____ Return Time and Date: _____

Method of Transportation: _____ Name of Bus Driver if known _____

Grade Level: _____ Student Cost: _____

Requisition Signed: _____

Trips require permission and approval. This form must be submitted to the Principal a minimum of two weeks prior to the scheduled trip.

Supervising Teacher's Signature: _____ Date: _____

Principal's Approval Signature: _____ Date: _____

Principal's Approval:

YES Date: _____ Signature: _____

NO: Reason: _____ Date: _____