

Peach County Schools
Extra-Curricular/Co-Curricular Trip Request Procedures (Revised 6/17/15)

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School _____ Teacher _____

Today's Date _____ Date of Trip _____ Overnight Trip Yes ___ NO ___

Please choose one of the following modes of transportation:

- _____ I have been cleared by the Peach County Operations Department to drive trips and I will be driving.
- _____ Durham School Service (\$26.85/hr. Minimum two hours)
- _____ Charter (Please select a charter company from the approved GADOE list)
- _____ Other (Explain): _____

Is this a required curriculum/competitive event? Yes ___ No ___ Destination _____

State Agency Hosting/Sponsoring _____

Class/Grade/Group _____ Size of Group: _____

Est. Time of Departure _____ Est. Time of Return _____ Total Round Trip Miles: _____

Total Hours _____

Purpose of Trip _____

Number and Description of Standard(s): _____

How will this trip provide educational experiences which cannot be provided in another way?

Detailed sequential agenda (include location for each site visited and an estimated time to be spent at each site).

Estimated expenses per student _____. Are school lunches included _____ Yes ___ No

Was School Food Service notified of number of lunches? _____ Yes ___ N/A

NO STUDENT CAN BE EXCLUDED FROM A FIELD TRIP BECAUSE HE/SHE CANNOT PAY.

SIGNATURES:

Teacher(s) requesting Field Trip: _____

Principal: _____
Signature Approved Denied Date

Comments: _____

Asst. Superintendent: _____
Signature Approved Denied Date

Comments: _____

Transportation: _____
Date Driver Assigned Signature

