This form will be turned into the local school office at least four (4) weeks prior to the planned trip with the system-wide Transportation Request Form. Have the request approved and signed by the principal. Give the signed request form, together with the information below, to the secretary.

Teacher _____ Date _____

In-County _____ Out-of-County_____

Out-of State _____ If so, Point of Info Form to School Board _____

Important: If the field trip is to an out-of-state destination, it must be approved by the Board of Education three months prior to the date of the trip.

1. Date and destination of trip _____
2. Notification of trip and permission slips will be sent to parents on (date) _____
3. Permission slips are to be returned by (date) _____
4. Cost breakdown: Bus_____ Admission_____
   Lunch:_____ Other_____ TOTAL_____
5. Amount requested from each student _____
6. Number of students expected to attend _____
7. Number of parents/chaperons expected _____
8. Amount requested from chaperons (if any) _____
9. Approximate number of sack lunches to be made at school for the trip:
   Students___ Chaperons_____
   The final lunch count should be turned into the office no later than one week prior to the trip.
10. Special instructions: (Lunch, provisions for bad weather, etc., transportation for Special Needs Students) _____
11. Chartered buses reserved on (date) Important: If students are to be transported on chartered buses, the Board of Education must be notified by "Point of Information" four weeks prior to the date of the field trip.

*Notify the lunchroom in writing of the number of lunches needed at least one week in advance of your trip.

Please submit a list of all persons going on the trip to the office on the day of the trip.

Attach this form to the Principal's copy of the Field Trip Request Form.

ISSUED: **August 24, 2001**
LAST REVISED: **August 13, 2002**

PAULDING COUNTY BOARD OF EDUCATION