

Less than 150 miles, not overnight	ALL paperwork is due FIVE (5) days prior to trip - including permission forms
Over 150 miles and/or overnight	ALL paperwork is due THREE (3) weeks prior to trip - including permission forms
Out of state or out of country	ALL paperwork is due THIRTY (30) days prior to trip - including permission forms

**NEVADA JOINT UNION HIGH SCHOOL DISTRICT
NEVADA UNION HIGH SCHOOL
REQUEST FOR FIELD TRIP**

Class/Organization/Activity Involved:

Destination:

School-Wide/Department Goal/SLO:

Transportation (circle one)
School Bus School Vehicle(s) Rental Vehicle(s) Private Cars

Date(s) of trip:	Class periods to be missed:	Number of students:	Number of adults:
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CPR/FIRST AID Certified Person: _____ **Certification Date:** _____

SIGNATURE OF FIELD TRIP SUPERVISOR: _____ **DATE:** _____

BUDGET TO BE CHARGED:

Signatures – must be complete before turning in to AP Secretary

1. Department Chair	Date:
2. Nurse's Office *	Date:
3. Assistant Principal	Date:

****Field trip cannot leave until chaperone receives list of health concerns from the Nurse's Office.***

FIELD TRIPS OVER 150 MILES (ONE WAY) OR OVERNIGHT MUST BE APPROVED BY THE DISTRICT OFFICE

FOR DISTRICT USE ONLY:

___APPROVED* ___NOT APPROVED	SIGNATURE OF SUPERINTENDENT OR DESIGNEE
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FOR OFFICE USE ONLY:

DATE RECEIVED:	
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(OVER)

FIELD TRIP DESCRIPTION, ITINERARY, PARTICIPANT LIST

Teacher's Name:	ID #	Student Name (last name, first name)
Route:		
Lodging:		
CONTACT PERSON(S) & CELL PHONE NUMBER(S):		
Itinerary (write in or attach copy)		
Additional Information:		