



ARCHBISHOP JOHN CARROLL HIGH SCHOOL

THE OFFICE OF ACADEMIC AFFAIRS

Archbishop John Carroll High School Field Trip Request Form 2018-19 School Year

Please submit this paper to the Assistant Principal for Academic Affairs **at least two weeks in advance of the field trip.** Movies or other activities that students could do independently on their own time should not be requested as field trips.

Field Trip Destination: _____

Academic Area: _____

Place/Address: _____

Contact Person for School: _____

Contact Phone Number: _____

Date: _____

Time Leaving School: _____ Time Returning to School: _____

Projected Number of Students: _____ Grade Level of Students: _____

Mode of Transportation: _____

Projected Number of Chaperones: _____

Projected Cost to the School: _____ Projected Cost to Students: _____

Moderators and coaches are responsible for providing student lists, copies of the Parent Permission Form for students attending, specific itineraries, and travel information to the administration at least 2 days prior to the trip. Any adults chaperoning trip must have all clearances submitted and approved by the administration. All money collected should be turned in prior to the payment due date.

Principal's Signature: _____

Date: _____

APAA Signature: _____

Date: _____

APSA Signature: _____

Date: _____

Athletic Director: _____

Date: _____