



SOUTH LAKE HIGH SCHOOL  
21900 East Nine Mile Road  
St. Clair Shores, MI 48080

APPLICATION for FIELD TRIP

TODAY'S DATE: \_\_\_\_\_

Day & Date of Proposed Trip: \_\_\_\_\_

Time/Place of Departure: \_\_\_\_\_ Return Time: \_\_\_\_\_

LOCATION: \_\_\_\_\_

School Bus required: YES \_\_\_ NO \_\_\_  
IF YES, a REQUEST FOR TRANSPORTATION MUST be completed.

Purpose and goals of trip: \_\_\_\_\_

What classroom preparation and follow-up is being planned?  
\_\_\_\_\_  
\_\_\_\_\_

IF OUT-OF-STATE OR OVERNIGHT: Please complete a BOARD APPROVAL form

REQUESTED BY: \_\_\_\_\_

Signature

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APPROVAL

_____	Department Head	_____	Date	_____	Principal
_____				_____	Date

Please note: Parent Permission slips are required for all field trips. Turn in permission slips to Mrs. Hall before leaving on the field trip.

A list of students and grades who are going on THE field trip should be turned into the Attendance Office two days in advance of the trip so names can be published the day before on the Attendance List.

Proposed field trips must be first approved by Department Heads. Teachers chaperoning a field trip must arrange for a substitute with Mrs. Hall.

The hours a substitute is needed: \_\_\_\_\_

