

REYNOLDS SCHOOL DISTRICT FIELD TRIP REQUEST

Trip Date

Reason For Trip

Extension of the Classroom If yes, trips are billed @ 30% of the total cost and a *****Lesson Plan MUST be attached to Field Trip Request*****

Origination From (School Name) Departure Date Return Date

Departure Time From Origination Site Arrival Time At Destination Departure Time From Destination

Allowable Field Trip Hours: 8:30am-2:00pm. On Late Start/Early Release Days Hours Are: 8:30am-12:30pm

Destination

Destination Address

of Adult Males # of Adult Females # of Students Grade Level # of Wheelchairs

of Vehicles (Buses) Vehicle Capacity: 84 Elementary students (3 students per seat); 65 Middle School students (2.3 per seat); 56 High School students (2 per seat) - **WE TRY TO KEEP MAXIMUM BUS CAPACITY TO 50-55 PEOPLE PER BUS**

Contact (Teacher's Name) Contact Phone Number(Teacher's Cell Phone #)

Payment Information Budget #

Grant Name & Number

Outside Source (Contact Person, Billing Address & Phone #)

Is the Outside Payment Source, Providing A Service As A Partnership To Us:

Will you need school lunches? **If yes, attach class list(s) of students with Field Trip request form and send to School Cafeteria Manager. Note any students who do not need a meal.**

Will student(s) require Medication transported or dispensed on trip? **If yes, notify School Nurse for proper protocol.**

Please review the Reynolds School District Policy [here](#), to make sure, you will not need Reynolds School Board approval, BEFORE you schedule your field trip.

I (the teacher) understands and have reviewed the bus rules with my students. *****Be sure to review attached web links*****
<http://policy.osba.org/reynolds/e/eeacc%20g1.pdf> http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_053.html

Administrator's Approval

Please use the following link to help you to calculate the cost of your trip:
http://www.reynolds.k12.or.us/sites/default/files/fileattachments/field_trip_calculation_sheet.pdf