



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FL  
 75 North Pace Blvd.  
 Pensacola, FL 32505

## Request Form for Field Trips/Off Campus Activities

Please fill in all blanks. Return this completed form to the Principal's Secretary in the front office for approval prior to scheduling any field trip.

- School Name: \_\_\_\_\_ Organization: \_\_\_\_\_
- Date(s) of trips: \_\_\_\_\_ Time(s) of trip: \_\_\_\_\_
- Destination : \_\_\_\_\_
- Purpose: \_\_\_\_\_
- Number of students: \_\_\_\_\_ (Attach list of student names)
- Number of chaperones: \_\_\_\_\_
- Means of transportation: \_\_\_\_\_ Grade Level: \_\_\_\_\_
- Teacher's/Requestor's Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Requested By:

\_\_\_\_\_ Date

Site Based Approval:

\_\_\_\_\_ Date

District Level Approval: (Required for all trips extending beyond the school day, Out-of-State, Overnight, or Out-of-Country). Additionally, Out-of-Country Field Trips Require School Board Approval.

\_\_\_\_\_ Date

After all approvals are received, contact the School Nurse for planning and making preparations for any medication administration and/or health procedures/treatment needed for the trip.

\_\_\_\_\_ Nurses Initials \_\_\_\_\_ Date