

# Felix Varela Senior High School 2025-2026

## Field Trip Approval Form

This form must be completed before any student activity/field trip will be considered for approval. You must attach to this form in this order (**all must be TYPED!**)

1. This Form
  2. South Region Field Trip Checklist
  3. Form #2431 (Field Trip Request Packet). Please put the pages in the order listed below
    - Field Trip Request Front Page
    - If applicable: Bus Approval List with YOUR selected bus highlighted OR
    - If applicable: Private vehicle form (#6298) with a copy of driver's license and insurance card
    - Field Trip Roster
    - Parent Permission Form
    - Field Trip Chaperone Page (Make sure to include alternates)
  4. The memo from testing stating that your field trip is cleared
- ❖ In County Field Trip Requests must be made at least **10 SCHOOL DAYS PRIOR TO THE TRIP.**
  - ❖ Out of County must be made at least **20 SCHOOL DAYS PRIOR TO THE TRIP**
  - ❖ Out of State Trip Requests must be made at least **45 DAYS PRIOR TO THE TRIP.**
  - ❖ Water Field Trip Requests must be made at least **20 SCHOOL DAYS PRIOR TO THE TRIP.**

### GENERAL INFO

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Reason for Event: \_\_\_\_\_

Trip Cost: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Estimated Departure Time from School: \_\_\_\_\_ Estimated Arrival Time at School: \_\_\_\_\_

Chaperones: List coverage for **each** person and for each period they will be out!

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Date Received in Activities Office: \_\_\_\_\_

Region Required ☐ yes ☐ no

Activities Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_