



Activity Field Trip Request

Mat-Su Borough School District
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Activity Field Trip Request

When planning a field trip, please fill out the information below and send to _____ for approval. Please remember that transportation needs a minimum of 10 days notice. _____ will arrange the transportation and a confirmation number will be sent to you once approved and transportation is arranged.

Teacher(s):	
Activity Date:	
Reason for Trip:	
Origin:	
Departure Time From Origin:	
Return Time to Origin:	
Destination:	
Destination Arrival Time:	
Destination Departure Time:	
Number of Adults:	
Number of Students:	
Number of Wheelchairs:	
Contact Name (on trip):	
Contact Phone (on trip):	

Authorized Signature

Date