

# FIELD TRIP REQUEST FORM

This application must be filed with the District Superintendent  
**15 school days prior** to the date of the proposed trip.

This approved form must be submitted to the District Superintendent for approval. The necessary arrangements will be made and one (1) copy will be returned to your director who will forward it to you.

***Note: The bus has to return to Campus no later than 2:00 p.m.***

Proposed Field Trip to: \_\_\_\_\_

Data of Proposed Field Trip: \_\_\_\_\_

Purpose of Proposed Field Trip/Relation to Curriculum: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Leaving from (Place): \_\_\_\_\_ at (time) \_\_\_\_\_

Destination (Directions): \_\_\_\_\_

Return to (Place): \_\_\_\_\_ at (time) \_\_\_\_\_

Number of Children Going: \_\_\_\_\_

Name of Chaperones: \_\_\_\_\_

\_\_\_\_\_

## LIST NAMES OF ALL STUDENTS ON BACK ALPHABETICALLY BY SCHOOL

\_\_\_\_\_  
**Teacher Making Request**

\_\_\_\_\_  
**Bus Assignment**

\_\_\_\_\_  
**Approval of Director**

\_\_\_\_\_  
**Approval of District Superintendent**

December 2025

**Cayuga-Onondaga BOCES**

1879 W. Genesee Street Rd., Auburn, NY 13021 | (315) 253-0361 | [www.cayboces.org](http://www.cayboces.org)

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