



Natchitoches Parish School Board

Field Trip Request Form

OUT-OF-STATE TRAVEL MUST BE REQUESTED 30 DAYS IN ADVANCE OF THE NEXT BOARD MEETING. The request must be submitted to the executive secretary by the 20th of the month prior to the month the approval will be voted on by the Board (i.e., Travel on Dec. 1 must be submitted by Oct. 20 in order to be voted on in Nov.) Telephone polls of Board Members are not permitted.

Class or Group

Teacher

Teacher Cell Phone

Destination

Depart from

(specific location)

Date

Time

Return to

(specific location)

Date

Time

Method of Travel

Number in Group

Students

Teachers

Aides

Parents

Car Seats Required

Yes

No

of seats

Lift Bus Required

Yes

No

of chairs

Purpose

Chaperone

Cell Phone

Chaperone

Cell Phone

Chaperone

Cell Phone

Chaperone

Cell Phone

Bus Driver

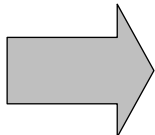
Approved

Not Approved

FUND

FUNDING

**PLEASE
CHECK
ONE**



PROGRAM		REQUIRED SIGNATURES
	Title I – School Wide Fund	Principal & Gwen Antee-Hardison
	Title I – Program Fund	Principal & Gwen Antee-Hardison
	Special Education – Program Fund	Principal & Cheryl Johnson
	21 st Century – Program Fund	Principal & Anita Dubois
	School Activity Fund	Principal
	School Budget Fund	Principal
	Other (please specify)	Program Coordinator

Signature of Principal

Signature of Program Director

Please send the original to [Mrs. Carol Johnson](#), NPSB Accounting Dept.
& a copy to [Mr. Bob Downin](#)/Transportation Dept. (with all required signatures)

*A list of students involved should be attached to this request.