

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR DAY AND EXTENDED DAY FIELD TRIP**

This form applies to any field trip that occurs within the hours of classes of a school or which extends beyond regular school hours, but does not include an overnight stay.

(Education Field Trip Policy 400.2)

INSTRUCTIONS ON REVERSE SIDE

REQUESTED BY ORGANIZING TEACHER	SCHOOL	DATE
TYPE OF TRIP <div style="display: flex; justify-content: space-around;"> Day Trip Extended Day Trip </div>		

TRIP DETAILS			
DATE OF TRIP	NUMBER OF PUPILS AND GRADES(S)	PICK OFF TIME AT SCHOOL	
DESTINATION OF TRIP	NUMBER OF CHAPERONES	RETURN TIME PICK UP	
ADDRESS _____ _____	NUMBER OF TEACHERS		TIME BUS REQUIRED BACK AT SCHOOL
	TOTAL # PASSENGERS	TOTAL # BUSES	DURATION OF TRIP

SPECIAL REQUESTS
(Pertaining only to field trips involving exceptional students or students with special needs)

LEARNING OUTCOMES OF TRIP
_____ _____ _____

FOLLOW UP ACTIVITIES
DESCRIPTION OF FOLLOW UP ACTIVITIES _____ _____

COSTS		
COST PER BUS	ADDITIONAL COSTS	TOTAL COST TO PUPIL

APPROVAL	
SIGNATURE OF PRINCIPAL	DATE

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INSTRUCTIONS

All trips are to be approved by the Principal prior to any announcement or confirmation of plans.

Please note the following:

1. All trips should be booked at least two weeks in advance.
2. Teachers should make every effort to ascertain the cost prior to the trip.