

**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		
Day Trip	Extended Day Trip	

**TRIP DETAILS**

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

SUPERVISING STAFF NAME	TYPE OF COVERAGE ARRANGED	CHAPERONES (OTHER) NAME

**LEARNING OUTCOMES OF TRIP**

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**FOLLOW UP ACTIVITIES**

DESCRIPTION OF FOLLOW UP ACTIVITIES

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**SPECIAL REQUESTS**

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

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**COSTS**

COST PER BUS	ADDITIONAL COSTS	TOTAL COST TO PUPIL
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**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.