

**FIELD TRIPS, EXCURSIONS, AND CONTESTS
(TEACHER-SPONSOR REQUEST FORM)**

Teachers, sponsors, or coaches requesting an activity that requires a student's absence from class or an activity on or off the Perry school campus, during, before, or after normal school hours must furnish the following information to the principal ten (10) days prior to the absence and/or activity.

Staff Member Making Request: _____

Date: _____

Organization/Team/Club/Class: _____

Number of Students: _____

If using school transportation, the Transportation Request must be submitted with this form.

Type of Activity (Check One):

- F Field Trip: This code will be used when a student is on a field trip off campus.
- A School Activity: This code will be used when a student is representing the school in a school-approved organization sanctioned by the school, OSSAA, FFA, or other qualified and approved sanctioning organizations.
- Q Qualifying Event: This code will be used when a student is absent from school for a OSSAA, FFA, or other school approved sanctioning organization for interscholastic or other competitive events that are also sanctioned as post-season, state, or national qualifying events.

Date & Time of Departure: _____

Date & Time of Return: _____

Departure Location: _____

Return Location: _____

Staff Member's Cell Phone # or Telephone # at Destination: _____

Emergency Card on file for each student participating in this activity? Yes No

Parent Permission Forms on file for this activity on file? Yes No

