

**Ironton City Schools**

**Request for Field Trips or Off Campus Activity**

(Please complete in duplicate)

School \_\_\_\_\_ Date of Trip \_\_\_\_\_

Class or Group \_\_\_\_\_ Means of Transportation \_\_\_\_\_

Destination \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

Number Going \_\_\_\_\_ Students \_\_\_\_\_ Chaperones \_\_\_\_\_ Teachers \_\_\_\_\_

- Educational Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Signature of Teacher or Sponsor Date of Application \_\_\_\_\_

Action Taken:

\_\_\_\_\_  
Signature of Building Principal Date

Note to Principal: Send one (1) copy of this completed form and yellow transportation copy to Elaine Click **BEFORE** the date of trip.

*Application must be presented five days prior to departure date. A complete list of participating students must be filed with building principals before departing.*

Ohio Department of Education regulations provide transportation by school bus for educational purposes only. **NO EXCEPTIONS.**

