

## LEE'S SUMMIT HIGH SCHOOL

- ❖ This form is for field trips during school time only.
- ❖ BLACK OUT DATES: Nov 28 - Dec 22 & April 17- May 26
- ❖ Please turn in at least two weeks prior to trip.
- ❖ Submit your on-line transportation request (2 weeks in advance).
- ❖ Get a sub if needed.
- ❖ A list of all students involved in trip should be submitted to Melodye Wehmhoener no later than Thursday of the week prior to the field trip.
- ❖ Be sure to submit your bus transportation request (if needed) 2 weeks prior to trip.(call Melodye, ext. 2107 if you need help doing this)

**DATE SUBMITTED:** \_\_\_\_\_

**TEACHER AND CLASS:** \_\_\_\_\_

**DATE OF TRIP:** \_\_\_\_\_ - \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**NUMBER OF STUDENTS:** \_\_\_\_\_

**TIME OF DEPARTURE:** \_\_\_\_\_ **TIME OF RETURN:** \_\_\_\_\_

**BUS LOADING LOCATION** \_\_\_\_\_

**CURRICULAR STANDARD AND/OR LEARNING(S) TARGETS BEING ADDRESSED:**

\_\_\_\_\_  
\_\_\_\_\_

**IF AN OVERNIGHT TRIP – NAME OF HOTEL & PHONE NUMBER** (if overnight trip, an Overnight Supervision form must be completed and turned in and sponsor must meet with an administrator.)

\_\_\_\_\_  
**EMERGENCY CONTACT PHONE NUMBER OF SPONSOR** \_\_\_\_\_

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_

Please turn this form into Melodye Wehmhoener. You will receive an approved copy.

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PLEASE enter student names **OR** Attach a roster of students participating in this field trip