



LEE'S SUMMIT HIGH SCHOOL

- ❖ This form is for field trips during school time only.
- ❖ BLACK OUT DATES: November 25 - December 20 and April 16- May 25.
- ❖ 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 Kristi Scheidt 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 Kristi, ext. 2107 if you need help doing this).

DATE SUBMITTED: _____

TEACHER AND CLASS: _____

DATE OF TRIP: _____

DESTINATION WITH ADDRESS: _____

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 Kristi Scheidt. 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