



Overnight and Extended Day (Cost Exceeding \$2500)  
Field Trip Approval/Denial

School:

Triptracker #:

Field Trip Name:

Dates:

Destination:

Principal:

Approved \_\_\_\_\_  
Signature Date

Denied \_\_\_\_\_  
Signature Date

Executive Director for K-5 Education (Elementary trips) or Executive Director of School Improvement (Secondary trips)

Approved \_\_\_\_\_  
Signature Date

Denied \_\_\_\_\_  
Signature Date

**Note: All Fine Arts trips must go directly to the Fine and Performing Arts Supervisor**

Deputy Superintendent:

Approved \_\_\_\_\_  
Signature Date

Denied \_\_\_\_\_  
Signature Date

Revised: July, 2016

Reviewed: July, 2018

Reviewed: July, 2019