

ATLANTA PUBLIC SCHOOLS FIELD TRIP RATIONALE FORM

Please use this Field Trip Rationale Form to request permission to conduct a field trip within or outside metropolitan Atlanta.

The Field Trip Rationale Form should be received by the Executive Director **at least fifteen (15) working days** prior to making plans, e.g., requesting donations, parental permission. All field trip requests must meet legal adherence for State Standards and be within the policies of the Atlanta Public Schools.

This trip is (check one)	<input type="checkbox"/> Instructional	<input type="checkbox"/> Non-Instructional
School	Date Submitted	
Grade Level(s)		
Field Trip Destination		
Purpose		
Rationale		
Number/Students	Number/Teachers/Staff	Number/Parents
Date/Field Trip	Time/Departure	Time/Return
Method of Travel		
Expenses Involved (Per Individual)		
Do you have Parental Consent Forms for all participating students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Requesting Teacher(s)		
Principal's Approval	Date	
Executive Director's Approval	Date	

Attach TD-100 Form or Form 67410 if appropriate.