

# SOLVAY SCHOOLS

Solvay Union Free School District  
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## Field/Class Trip Request

Location of field trip:

\_\_\_\_\_

Yes  No Is the field trip located **outside** Onondaga County? If yes, Superintendent approval is required. If no, principal approval only.

Proposed Activity\* (Rationale):

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

Teacher(s) making request \_\_\_\_\_ Date \_\_\_\_\_

Date of field trip \_\_\_\_\_ Time Leaving \_\_\_\_\_ Time returning \_\_\_\_\_

Number of students going \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Transportation needs \_\_\_\_\_ (Please submit transportation request.)

Teacher(s) supervising _____ _____ Other staff supervising _____ _____
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**Does the field trip qualify for Arts in Education? Yes  No**

Coordinator/Content Specialist approval \_\_\_\_\_ Date \_\_\_\_\_

Principal approval \_\_\_\_\_ Date \_\_\_\_\_

*(Required only for out of Onondaga County field trips.)*

Superintendent's approval \_\_\_\_\_ Date \_\_\_\_\_

\*Please include itinerary.