

# SOLVAY SCHOOLS

Solvay Union Free School District  
Office Of the Board Of Education  
PO Box 980  
Syracuse, NY 13209 – 0980

PHONE: (315) 468-1111  
FAX: (315) 468-2755  
www.solvayschools.org

JAY TINKLEPAUGH  
Superintendent of Schools  
(315) 468-1111

ERIC D. LARISON  
Assistant Superintendent  
for Instruction  
(315) 468-1111

KAREN HENRY  
Assistant Superintendent  
for Business  
(315) 468-4942

## 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 _____ _____
---

<b>Does the field trip qualify for Arts in Education? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
--

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

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

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

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

\*Please include itinerary.