

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 _____ _____

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

Coordinator/Content Specialist approval _____ Date _____

Principal approval _____ Date _____

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

Superintendent's approval _____ Date _____

*Please include itinerary.