

CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT TRAVEL REQUEST FORM FOR FIELD TRIPS DURING THE SCHOOL

Requirements:

1. Form must be submitted at least 3 weeks prior to field trip. If a school bus is required please reserve on SchoolDude at the time of building approval.
**If the field trip is denied please call transportation to have the trip removed.
2. All Information must be completed and accompanied by request documentation
3. Must submit to the Assistant Superintendent for approval prior to distributing permission slips
4. No travel commitments may be made without approval from the Assistant Superintendent
5. Field Trips should be scheduled between 9am-2pm. If hours exceed those times please contact transportation at 216-371-7195.

School: _____

Field Trip: _____

Purpose of the trip: _____

Date of Travel: _____

Hours out of school: _____

Participating Grades and number of student: _____

Participating teacher(s): _____

Person in charge: _____

Chaperones & their connection to the school: _____

Transportation time to and from destination: _____

Cost per student: _____

Additional information: _____

Principal's Signature/Date

Assistant Superintendent's
Signature/Date