

Linwood E. Howe Elementary School  
WALKING FIELD TRIP FORM

**INSTRUCTIONS:**

1. Teacher completes Section I and forwards it to office for principal approval.
2. Secretary logs field trip on field trip calendar.
3. After principal approval, a copy of signed form will be sent to teacher(s).
4. Every student must have a Field Trip Permission Slip completed and signed by parent prior to trip.
5. Arrangements with another teacher must be made at least 2 days ahead of time for students not going on the trip.

**Note: ALL WALKING FIELD TRIP REQUESTS ARE TO BE SUBMITTED TO THE PRINCIPAL FOR APPROVAL AT LEAST TEN (10) SCHOOL DAYS IN ADVANCE OF TRIP.**

**SECTION I - To be completed by teacher.**

Today's Date: 10/28 Teacher(s): Glassman, Feeney, Kethens, Kenz

Trip Date: 12/9 Destination: Kirk Douglas Theater

Time of Departure: 9:15 Time of Return: 1:30 ish

Objective of Field Trip: Story Telling, oral language Page in Guide: PL 3.10 SL 3.1

Lunch Arrangements, if applicable: \_\_\_\_\_  
\*Cafeteria must be notified.

**SECTION II**

Approved by: \_\_\_\_\_ Principal Date: \_\_\_\_\_