

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: 11/20/25 Teacher(s): Danielle Koplinka - Behr


Trip Date: 2/11/26 Destination: Robert Frost Auditorium

Time of Departure: 9:00 am Time of Return: 11:30 am

Objective of Field Trip: Music Department (Choir) rehearsal for concert next week Page in Guide: _____

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

SECTION II

Approved by:  Principal Date: 12/1/25