

Field Trips

1. Field Trip requests Must be submitted two weeks prior to requested date of trip.
2. Complete a Field Trip Request Form; forms are located in the form box above the fax machine in the front office.
3. Complete a Transportation Request Form; forms are located above the fax machine in the front office. Attach both the Field Trip Request form and the Transportation Request form together and place in Mrs. Kitchens' mailbox.
4. You will receive a copy of the Transportation Request form in your mailbox indicating if it was approved or not. If approved you MUST fill out a leave request form and designate FT for field trip on the request. Those do not count against your time but we must have accurate records.
5. If approved you will need to obtain the Teacher/Student Field Trip form; located above the fax machine and give a copy to your students to have completed by their teachers and their parents.
6. Return the completed and approved Teacher/Student Field Trip forms to Dr. Bishop for her approval.
7. You MUST email a final list of students that will be going on the trip to all faculty and staff. Be sure to include the date of the trip etc.
8. Also, be reminded that a number of bag lunches must be turned in to the cafeteria no later than 3 days prior to the trip.
9. Be sure to check at least 3 days before the actual date of the field trip with Mr. Ivey, Transportation Director, or with Mrs. Crawford at Central Office, to make sure that your bus/trip is confirmed. You may reach Mr. Ivey at 706-465-2762, and you may reach Mrs. Crawford by email or at 706-465-3383.