



TRANSPORTATION STAFF:

Passenger Van:
 Available *Unavailable*
Alternative Date(s) if Unavailable:

Notes:

Mainspring Academy Field Trip Plan

Teacher name(s):			
Location:			
Address:			
Date:			
Estimated arrival time(s):			
Estimated departure time(s):			
Mode(s) of Transportation:			
Staff attending trip:			
Describe any lunch/snack arrangements, including storage/costs:			
Describe any medication or emergency PRN needs:			
Approved by:	<u>Administrator Name</u>	<u>Signature</u>	<u>Date</u>

Students attending trip:		
Providers attending trip:		
Chaperones, volunteers, or guests attending trip:		
Students not attending trip:		
Students arriving to /leaving site with chaperone:	Arriving with:	Departing with: