



SHADY SIDE ACADEMY Field Trip Request Form

A field trip at Shady Side Academy is a singular educational experience that cannot be duplicated in the normal classroom context and relates/integrates with the curriculum.

A copy of this form is to be completed at least one (1) month prior to the scheduled event and submitted to the Dean of Studies for review and approval. If the field trip involves more than 20 students, the Dean of Studies will ask approval from the Academic Program Committee and the request should be submitted at least 2 months prior. The faculty sponsor must send an email to the faculty one week before the trip with the date and times of the trip and names of students participating in the event. The Dean of Studies will forward the roster to the Dean of Students' office and the transportation request to the appropriate department.

Please remember the following:

- Attach rosters to Request Form**
- Complete a Transportation Request Form**
- Provide an emergency phone number where you can be contacted while on the trip**
- Send email to faculty a week before the trip**
- Bring completed student permission forms & emergency health forms to the field trip**

Description of Program, Goal(s) and Curricular Significance:

Total Number of Students:

Number of Boarding Students:

Faculty Sponsor:

Destination:

Day/Date of Trip:

Emergency Contact Phone:

Departure Time:

Estimated Time of Return:

Department Chair Approval:

Date Forwarded to Dean of Studies:

Names of Students or attach list: