



## ***Field Trip Procedures***

1. Fill out all required information in the 1) Field Trip Request Form, 2) Bus Request Form, 3) Requisition Form for Purchase Order (specifics below) 4) Field Trip Permission Slip with medical release on back.
2. **Field trip Request Form:** Fill out form completely, Chaperones number may be filled out 5 days prior to trip.\* Elementary may (item 10) will not need substitutes mark NA.
3. If needed please also fill out **Bus Request Form:** with specific address(es) and location(s).  
Field Trip to: (Name of Location)  
Address: (locations exact address)  
Departure from: ASE, Departure address: 13201 Lomas Blvd NE, Albuquerque, NM 87112
4. **Requisition Form for Purchase Order:** Requested by: (your name)  
Vendor Name: Albert Sanchez Bus Company, Vendors address: \_\_\_\_\_,  
Vendor Phone: 505-877-0697 Vendor Fax: \_\_\_\_\_  
Acct Code \_\_\_\_\_  
**Quantity:** number of busses needed. Description: Field Trip Transportation Unit price is \$195.00 per bus, Total \$195.00  
Please leave blank if trip is outside of Albuquerque, we need to class them to get a quote on dollar amount.
5. **Parent Approval Form for Field Trip:** 2 pages, side one is the letter description of what the field trip involves, and the side two is the medical information. Must be signed and returned for all students that are participating in field trip.
6. After approval, provide your attendance list for students who are coming to field trip **3 days prior to scheduled field trip date.** Please also provide the list for the students who are NOT going to field trip.
7. Parent chaperone list will be provided 5 school days prior to field trip, email or put list in your grade level Activity Coordinator's mail box located in teacher's lounge.
8. Please make sure that you submit to all forms to Activity Coordinator for approval at least four weeks in advance.
9. Not submitting the students' list 3 days prior to scheduled field trip day **may result in cancellation of the trip.**



## ALBUQUERQUE SCHOOL OF EXCELLENCE

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13201 Lomas Blvd. NE Albuquerque, NM 87112 ♦ Phone: 505. 312.7711 ♦ Fax: 505.312.7712

10. Prepare you Sub Folder and **make them ready on teacher's desk in your classroom.**  
(Middle and High only)
11. During the field trip, in case of emergency please call **front office at 505 312 7711 & Carry Permission Slips with parent contact information with you!**
12. When you arrive at the school, let one administrator know about your presence.

Please note that following these directions may NOT grant the approval of your request but NOT following the directions may result in denial of your request.

Thanks for your great effort for our success,

Sincerely,



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## FIELD TRIP REQUEST

**Submit to Campus Principal for approval at least four weeks in advance.**

Teacher/Staff Member: \_\_\_\_\_

1. Field Trip to: \_\_\_\_\_

2. Instructional Objective: \_\_\_\_\_

3. Date(s) of Trip: \_\_\_\_\_

4. Time of Departure: \_\_\_\_\_

5. Number of Students Participating: \_\_\_\_\_

6. Mode of Transportation: \_\_\_\_\_

7. Number of Chaperones Required: \_\_\_\_\_

8. Names of Chaperones - School Personnel: \_\_\_\_\_

\_\_\_\_\_

9. Names of Chaperones -Non-School Personnel: \_\_\_\_\_

\_\_\_\_\_

10. Substitute set up: Please list names of colleagues who will cover your class(es) and indicate the period(s) they will be covering (If necessary).

\_\_\_\_\_

\_\_\_\_\_

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Administrator Approval (expect process time)

Approved

Denied

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## BUS REQUEST FORM

Submit to Secretary for arrangement of transportation after getting approval

Staff Member: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Field Trip to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Departure from: \_\_\_\_\_

Departure Address: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

Total participants: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_