

**BEAUREGARD PARISH SCHOOL  
REQUEST FOR OFF-CAMPUS ACTIVITY**

NOTE: Waivers from home must be in the hands of the teachers and approval granted by the principal and the Superintendent or his designee five (5) school days or more before students and teachers are allowed to leave on any trip.

Date of Request: \_\_\_\_\_

School/Program: \_\_\_\_\_

Instructor(s): \_\_\_\_\_  
\_\_\_\_\_

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

Total Students: \_\_\_\_\_

Total Adults: \_\_\_\_\_

**Mode of Transportation**

\_\_\_\_\_ Activity Bus # \_\_\_\_\_

\_\_\_\_\_ Route Bus # \_\_\_\_\_

\_\_\_\_\_ Charter Bus

\_\_\_\_\_ Walking

\_\_\_\_\_ Private Auto\*

**\*Copy of Insurance, Driver License, & Registration Required**

Driver (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student/Adult Ratio**

K-3 & SpEd 10 to 1

4 - 8 15 to 1

9 - 12 20 to 1

Date of Trip \_\_\_\_\_

Depart Time: \_\_\_\_\_

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

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

Special Needs: \_\_\_\_\_  
\_\_\_\_\_

A Substitute Teacher is required:

Yes  No

Substitute name: \_\_\_\_\_  
\_\_\_\_\_

Destination (Be Specific): \_\_\_\_\_

Purpose of Trip: (check one)  Educational Field Trip  Academic Competition

What class activities have you conducted/implemented prior to the field trip for the trip:  
\_\_\_\_\_  
\_\_\_\_\_

What follow-up class activities have you planned to reinforce learning upon your return from the field trip?  
\_\_\_\_\_  
\_\_\_\_\_

Other Costs: \_\_\_\_\_

**\*\*Attach a copy of the Invitation and/or Agenda\*\***

SIGNATURE OF TEACHER IN CHARGE \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL SIGNATURE OF APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_ BUDGET ADMIN.'S SIGNATURE \_\_\_\_\_

PROGRAM DIRECTOR/SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Submit This Form to the Central Office for Approval**

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Copy of liability insurance needed. (If charter bus, attach a Certificate of Insurance from the bus company, naming BPSB as "Additional Insured" with a minimum liability limit of \$5,000,000.)