



BGHS Field Trip Request Form Guidelines

Before filling out this form, please talk with your division head regarding the date of your trip. Any December, April, and May field trip requests that interfere with the school day, need to be brought by the division head to PLT for discussion/approval.

1. Field trips need to be approved by the Administration four (4) weeks prior to the date of the trip.
2. Fill out all information on this form.
3. After the form is approved by the administration you will send your students the Field Trip Parent Permission form or print hard copies and keep for your records.
4. You need to submit an attendance list with student id's to the attendance office 48 hours in advance.

Step by Step Process to Complete the Field Trip Form

1. Complete the field trip [form](#).
2. Once completed the approval flow is as follows:
 - a. Division Head
 - b. APAO
 - c. API
3. Once the form has gone through the approval process you will receive a pdf with all of the details of the field trip and the permission form to be printed out to give to the students to have a guardian sign.