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| Date Submitted:  Click or tap here to enter text. | School:  Click or tap here to enter text. |
| Date(s) of Trip:  Click or tap here to enter text. | Destination:  Click or tap here to enter text. |
| Number of Students Involved:  Click or tap here to enter text. | Grade level(s):  Click or tap here to enter text. |
| Mode of Transportation:  Click or tap here to enter text. | |
| Mode of Funding for Trip:  Click or tap here to enter text. | |
| All CPSB Staff Persons Participating:  Click or tap here to enter text. | |

If field trip requires funding for transportation, substitutes, or any other expense that will be paid by a non-school fund (e.g. supervisor paying registration, area director paying for substitute, etc.) , please complete a Special Events/Trip Request Form and Professional Leave/Travel Request Forms to submit to the appropriate area director for prior approval.

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Principal Signature Date

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Area Director Signature Date