Uni University of Illinois Laboratory High School

Field Trip Request Form

Please note: All field trip requests must be submitted at least one month in advance of the planned trip. The deadline for submitting field trip requests for the school year is April 1st.

1. Field trips will not be approved for the first week of the first semester or two weeks prior to the fall semester exam period or two weeks prior to the spring semester exam period.
2. Check the Uni online Test/Projects calendar for potential conflicts.

**Date this form is completed**: **Date of Field Trip**:

**Group participating on Field Trip** (please attach a list of students)

**Faculty Sponsor(s)**: *One adult chaperone is required for every ten students.*

**Destination of field trip/departure time/return time**:

**Detailed description of the activity/program. Provide rationale for taking to students to the event**.

**Source of Funds:** No cost Department Student Group Individual Students Other

**Mode of Transportation:**

**Drivers, if any:**

**On-line calendar indicates potential conflicts.**

**Approvals:**

**Executive Teacher date Assistant/Associate Director date**

Revised March 2023