SANTIAGO CANYON COLLEGE
Arts, Humanities and Social Sciences Division

FIELD TRIP REQUEST FORM

Instructors wishing to supplement class or laboratory instruction by field trip which will take students off campus must have prior Dean's approval. At least 2 weeks in advance of the scheduled trip instructors must submit a Field Trip Request Form and attach:

- Copy of appropriate signed release form for each student attending the field trip.
- Class roster, indicating all students with release form who are attending the field trip.

The original forms must accompany the instructor on the field trip.

Rationale for Field Trip:_____

_____

Required of all Students: YES☐ NO☐

Alternate Assignment for Students Unable to Attend: _____

_____

Class Title and Section No.:_____

Destination:_____

Address: _____
(Number) (Street) (City/State/Zip)

Meeting Place:_____

Date of Trip:_____ Leave AM_____ PM_____

Return Date:_____ Arrive AM_____ PM_____

Total Students Attending:_____ Name of Instructors:_____

_____ _____
Requesting Instructor/Date Division Dean/Date

7/20/17