

North Marion School District 15

Code: IICA-AR(1)
Adopted: 12/09/06

Out-of-Class-Activities

Teacher Request Form

Prior approval is required for all activities that take students out of regularly scheduled classes. Submit this form to the building administration at least two weeks prior to the scheduled event. This form should be completed and approved before discussion about this activity occurs with your class.

Activity Category

- _____ Student activities (Student government meetings, preparation for assemblies, club meetings)
- _____ Field trips
- _____ Community involvement activities (Internships, observation posts, research projects, concerts, community service projects)
- _____ Special class programs requiring extended class time (guest speakers, films, rehearsals)

Activity Description

Date planned: _____ Leaving time: _____

Number of students involved: _____ Returning time: _____

Transportation required: Yes No Food Service Notified Yes No

(If yes, submit transportation request form to the main office when activity is approved. If Food Service assistance is required notify them one week prior how many lunches will need to be prepared and on the day of the event the names of students the lunches are being prepared for. Food Services should be notified whenever a number of students will be away from the building during lunch so they can adjust their meal preparation amount.)

General description of the activity planned: _____

Educational value: _____

Teacher Signature _____ Date _____ Department Chairman's Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Request status: Approved Denied

Principal's Signature _____ Date _____

Forward copies to: building secretary, principal, and Food Service Director, original retained by teacher