

## Request to Exceed BOE Field Trip Cost Limits

All field trip requests that seek to exceed the BOE limit for student cost must complete and attach this form to all other field trip information. Field trip requests will be returned to buildings if all paperwork is not complete and may result in postponement or cancellation of the trip.

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Cost per Student: \_\_\_\_\_

Total Number of Students Going on Trip: \_\_\_\_\_

Breakdown of per student cost (fees, tickets, travel, etc.): Complete here or attach supporting documents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Number of Title I Students on Trip: \_\_\_\_\_

Total Number of Title I Students Given Scholarship: \_\_\_\_\_

Total Cost per Title I Student (less scholarship): \_\_\_\_\_

Total Number of Non-Title I Students Given Scholarship: \_\_\_\_\_

Total Cost per Non-Title I Student (less scholarship): \_\_\_\_\_

Source of Scholarship Funding: \_\_\_\_\_

Attach copy of notification (letter, flyer, etc.) sent to families making them aware that the cost exceeds the BOE limit and the availability of scholarship.