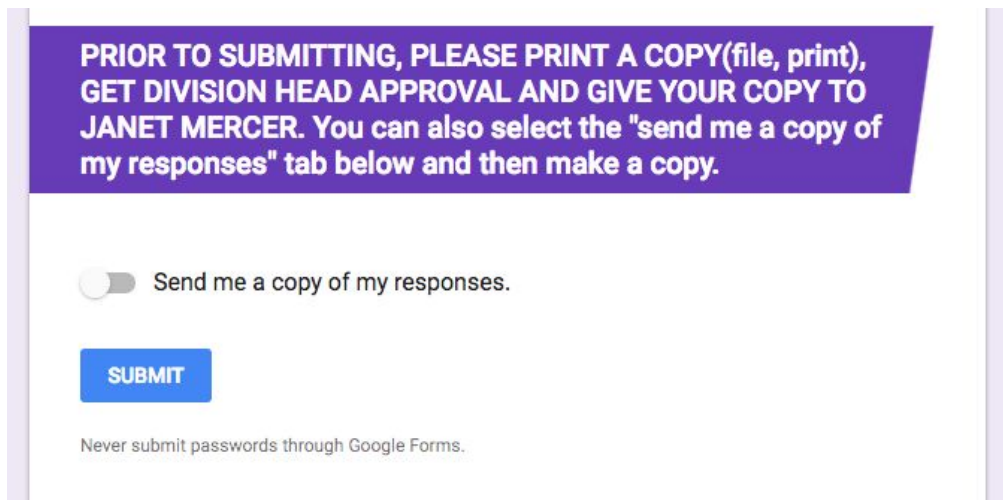


## Field Trip Form

1. Go to the RMHS website and sign into the **staff login**, bottom left
2. On the right side, select **Field Trips**
3. You will find the **Field Trip Request Form** and the **Field Trip Parent Permission Form**
4. Select Field Trip Request Form first, this is a google form so please make sure to fill out all fields.
5. Please do not fill out the Approval Signatures Section
6. Prior to pushing SUBMIT, please select the **Send Me a Copy of my Responses toggle**. This will provide you an email of your request.



**PRIOR TO SUBMITTING, PLEASE PRINT A COPY(file, print), GET DIVISION HEAD APPROVAL AND GIVE YOUR COPY TO JANET MERCER. You can also select the "send me a copy of my responses" tab below and then make a copy.**

Send me a copy of my responses.

**SUBMIT**

Never submit passwords through Google Forms.

7. Press **Submit**
8. **At this time, please go to your email and print off your request.**
9. Once you have your printed copy, please take it to your Division Head or Supervisor where they will **start the signature process**. Once they have signed off please drop it off to Janet Mercer in the main office where she will add it to the BLT agenda.
10. Once the Field Trip is approved, you can then go back to the staff login section and print off a copy of the **Field Trip Parent Permission Form**. Nothing has changed with this process, you should fill out the top portion of the form make copies and distribute to your students. They will obtain the parent/guardian signature as well as teacher signatures.
11. Always make sure to submit the names and ID's of those students going on the field trip to the Attendance Office.