

DANVILLE COMMUNITY COLLEGE
TO BE COMPLETED BY INSTRUCTOR(S)
SPONSORING COLLEGE FIELD TRIPS

Name of instructor(s) _____

Course(s) students enrolled in: _____

Destination: _____

Date and time of departure: _____

Place of departure: _____

Date and expected time of return: _____

Method of transportation: _____

*Name(s) of student driver(s) (if any): _____

Will students miss other classes? Yes _____ No _____

NOTE: If answer is yes, an alphabetical list of students **MUST BE** attached.

Date received by Dean /Director: _____

Approved []

Disapproved []

Signature of Dean/Director

NOTE: Request must be submitted to the Division Dean and Vice President of Academic and Student Services at least **Twenty-one (21) days prior to departure.**

*Students designated to transport other students from a regularly scheduled class site must have a valid driver's license and proof of current liability insurance; copies to be filed with field trip form.

Updated October 2023