

Field Trip Information Form

Updated 5.2021

The following information must be submitted to the Dean/CAO prior to the field trip so that proper notification can be given to all MATC faculty. Failure of not completing this form may result in an unexcused absence for the students if they miss another class.



Name of Instructor

Date

Location of Field Trip

Purpose of Trip

Transportation Required

Date of Field Trip

Time of Departure

Time of Return

List the students who will be part of the field trip:

1.

2.

3.

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22.

Instructor's Signature

Supervisor Signature