

Information you will need to schedule an Electronic Field Trip

An Electronic Field Trip is really no different in the planning than an actual field trip. This form is provided to you as an organizational tool.

It is important to advise the technology department two weeks prior to your scheduled program. This will be helpful should you incur any technical difficulties requiring assistance.

Person requesting program

- Teacher's name: _____
- School/Grade Level and Class Size: _____
- What provider are you scheduling your field trip with:

- Intended date and time:
1st _____

- Alternate choices for day and time:
 - 2nd _____
 - 3rd _____

Provider's voice phone number: _____
ISDN Number(s): _____

Info. when using another School as a Provider

Name: _____

Address: _____

Phone: _____ Fax: _____

Technical Information

Time Zone: _____

Connection: _____ ISDN: Speed _____ kbps OR IP:Address: _____

Principal's Signature _____

Please fax to: Technology Department (201) 794-7650