Directions for scheduling field trips:

1. Click on space to the right of information needed and enter data.
2. Complete a form for each grade level that will attend a program offered. Please indicate your 1st, 2nd, and 3rd choices of dates for each program.
3. If you are scheduling one of our duo programs or a PeRC; or are electing to have a program travel to your school, please add a note in the *‘Additional Comments’* section. Also, if you want the program at your school, please denote the time you want the program.
4. **Once you have completed the form, select ‘SAVE AS’ and title the form with your school’s name and grade level.**
5. Attach your Scheduling Form(s) to an email and send to:

**Northeast, Northwest, and (North) Central Learning Communities:**  
[ramseyt@fultonschools.org](mailto:ramseyt@fultonschools.org) or call 770-552-6339 x138 with questions/concerns

**(South) Central and South Learning Communities:**[Winchester@fultonschools.org](mailto:Winchester@fultonschools.org) or call 404-669-8015 with question/concerns

Name of Person Scheduling: Click here to enter text.Title of Person Scheduling: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

School: Click here to enter text.

Grade Level: Click here to enter text. Number of Students: Click here to enter text.

Name of Program: Click here to enter text.

Date (1st choice): Click here to enter a date.

Date (2nd choice): Click here to enter a date.

Date (3rd choice): Click here to enter a date.

Time: Click here to enter text. If PeRC is an option, do you want it: Choose an item.

Additional Comments: Click here to enter text.