

FIELD TRIP PLANNING APPROVAL FORM

Teacher _____ School _____

Class or Group _____

Objectives of trip _____

Date of Trip _____ Time Leaving _____ Time Returning _____

Destination _____

Other places you may go during the trip _____

Bus Required? Yes _____ No _____ Number of Students _____

Bus request Form PB 31 submitted and transportation reserved? Yes _____ No _____

Parents Driving? Yes _____ No _____ Approved record of auto insurance on file? Yes _____ No _____

Substitute Needed? Yes _____ No _____ Cost to student \$ _____

If sack lunches required, how many? _____

Requested by: _____ Date _____

Approval by principal: _____ Date _____

For trips requiring overnight stay or distances of more than 100 miles, Board approval is required. Use Form PC 275.

Reminders:

1. The teacher must complete this form and have final approval before letters are sent home or any final arrangements completed. Requests must be submitted at least ten (10) days before the trip. Requests for field trips requiring overnight travel or accommodations must be submitted at least thirty (30) days before the trip.
2. The principal should approve all letters prior to sending them home.
3. All arrangements should be completed at least three (3) days before the trip, so that there is reasonable time to cancel if necessary.
4. Notify food services before the trip. If sack lunches are needed, a specific number must be ordered at least five (5) days prior to the trip.
5. In considering the approval or disapproval of a field trip the school principal shall take into consideration at least the following: safety of the location to be visited, financial impact of possible cancellation, parental attitude, the appropriateness of the mode of travel, and the equality of opportunity for student participation.