

Extended Field Trip Form

Rev. 2-2-2024



Teacher: _____

Grade/Subject: _____

Number of students participating: _____

Destination: _____

Dates of Trip: _____

Days absent when school is in session: _____

Travel Company being used to coordinate the trip: _____

Purpose of the Trip: [Briefly describe the educational objectives and goals of the field trip]

COST

Estimated Cost per Student: _____

Does the student cost include the cost of the trip for the chaperones? _____

Are chaperones required to pay for a portion of the trip? _____

Will there be a separate learning trip for the teacher included with this student trip? _____

Dates: _____

Destination: _____

Purpose: _____

Number of people attending the separate learning trip? _____

Cost for those other than the teacher to attend the separate learning trip? _____

Are student costs increased to provide a separate learning trip for the teacher? _____

Projected fundraisers needed to offset the cost of the trip for the students: _____

Cancellation/refund policy details: _____

TRANSPORTATION

Mode(s) of Transportation: _____

CHAPERONES

Number of Chaperones: _____

A number of school staff chaperoning the trip: _____

APPROVAL

I have reviewed and approved the proposed field trip outlined in this request. I understand the educational objectives and believe the trip aligns with the district's vision and mission.

Principal's Name: _____

Principal's Signature: _____

Date: _____

TEACHER'S NOTE

Please submit this form to the principal for approval at least _____ weeks prior to the proposed field trip date.

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(Not needed to be included with the form being submitted to the School Board.)

The following must be provided to the principal prior to departing:

List of Emergency Contacts for Students: [Provide a list of emergency contacts for all students prior to the trip]

Special Instructions or Considerations: [Any specific safety instructions or considerations]

Provide itinerary information prior to departure:

All staff members have been made aware of the students attending and the dates of the trip? _____

Kitchen staff has been made aware of the students attending and the dates of the trip? _____

Transportation Manager has been informed and transportation has been requested? _____

Special transportation needed? _____

Chaperones have been identified? _____

Chaperone contact information has been provided to the principal? _____