



FIELD TRIP AUTHORIZATION FORM

This is a form to be completed by staff members to obtain administration permission to conduct a field trip.

Field Trip Information

Staff Member Requesting Trip		Date Request Being Made	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Destination (Name of establishment)			
Address of Destination			
City	State	Zip Code	
Date of Trip	Time Leaving School	Time Returning To School	
Which students will be attending?		Number of Students	Cost Per Student (See Calculator)

Important Policies

- (4.5.3) Field Trips, Off Campus Events:** Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Every effort will be made to schedule field trips without interrupting other school functions.
- (4.5.3.1) Approval:** All trips off campus must be approved by the <Director> at least two weeks prior to the event occurring. Field trips should have an educational purpose to be approved. All trips must be conducted under the supervision of a certified School employee, and additional chaperones may be necessary dependent upon the activity. The request for approval must include all locations the students will visit while on the trip, the details of transportation, and any other logistical issues the <Director> requests. Students will follow the specific itinerary provided to the administration on the field trip request.
- (4.5.3.2) Behavioral Exclusion:** Field trips can be a valuable learning opportunity for students; however, behavioral expectations are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience. (See the actualy policy for more details).
- (4.5.3.3) Financial Limitations:** Students cannot be excluded from a field trip based on the inability to pay the accompanying fee. If a family is facing financial difficulties and unable to pay the accompanying fee, the student’s parent or guardian must contact the <Director> (or designee) prior to the date the field trip permission slip is due back to school to make alternative arrangements.
- (4.5.3.4) Student Supervision:** While attending field trips, students will be closely monitored and supervised. Each student shall be directly assigned to a staff person or chaperone for the duration of the trip.
- (4.5.3.5) Chaperones:** Chaperones for field trips must follow the volunteer guidelines found within the policies of the organization. Chaperones must be registered with the school prior to attending the field trip. All chaperones must be provided with a detailed list of the students they are responsible for, emergency contact information to reach the teacher in charge, as well as students’ parents if the need arises.
- (4.5.3.6) Teacher Check Ins:** While attending field trips where groups are separated from one another, the teacher in charge of the trip will coordinate times and locations where all staff and chaperones shall rendezvous periodically throughout the day.
- (4.5.3.7) Student Counts:** Before transporting students to or from any field trip the teacher and at least one other adult will do a complete a roll call of all students to ensure all students are accounted for. At any given time each staff member and chaperone should know the number of students they are currently responsible for.

