

Student Field Trip Request Form (To be completed by educator planning trip)

Directions: Please complete this form and attach required documents. Building principal must approve before request can be sent to the Superintendent for final approval.

Teacher(s): _____ Grade or Group: _____

Destination: _____ Number of Students: _____

Date(s) of Trip: _____ Number of School Days: _____

Time of Departure: _____ Time of Return: _____

Type of Trip – Complete the required information in the appropriate section.

- Out-of-State Travel** – Principal and Superintendent Approval **REQUIRED**.
(See: Board Policy 2075, Administrative Procedure 2075P for details. Use Form 2075F-2 for planning.)
 - Letter to Principal and Superintendent describing concept for trip, including curricular rationale and general plans. (Letter should be submitted at least six months ahead of trip, when circumstances permit.)
 - Draft of parent permission slip with a letter explaining trip details. Please attach.
 - Number of HSD Chaperones (21 or older): _____ (ratio at least 1:10) Please attach list.
 - First Aid (Minimum of one chaperone must be first aid certified.) Provide copy of current certification.
 - Fingerprinting necessary / verified for any non-HSD employee who will be unsupervised with students.
 - Type of transportation to be utilized (school bus preferred if possible) – Attach additional sheet describing all modes of transportation to be used on trip including any tours while at destination.
 - Housing: Hotel: _____ Other: _____
 - Cost to Student (Attach description of fundraising activities and preliminary budget)
 - Cost to School or District. (Please provide detail.)

- Out-of-Country Travel** – Principal and Superintendent Approval **REQUIRED**.
(See: Board Policy 2075, Administrative Procedure 2075P for details. Use Form 2075F-2 for planning.)
 - Letter to Principal and Superintendent describing concept for trip, including curricular rationale and general plans. (Letter should be submitted at least six months ahead of trip, when circumstances permit.)
 - Draft of parent permission slip with a letter explaining trip details. Please attach.
 - Number of HSD Chaperones (21 or older): _____ (ratio at least 1:10) Please attach list.
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 - Type of transportation to be utilized – Attach additional sheet describing all modes of transportation to be used on trip including any tours while at destination.
 - Housing: Hotel: _____ Other: _____
 - Cost to Student (Attach description of fundraising activities and preliminary budget)
 - Cost to School or District. (Please provide detail.)
 - Possible additional insurance required. Contact Business Administrator at 324.2040.

Teacher or Sponsor signature: _____ Date: _____

Principal signature (signifies approval): _____ Date: _____

Superintendent's signature (signifies final approval): _____ Date: _____