

OFF-CAMPUS FIELD TRIP ACTIVITY REQUEST FORM

Please review Field Trip Policy and Procedures.

ANY OVERNIGHT OR OUT OF STATE ACTIVITY MUST HAVE BOARD OF EDUCATION APPROVAL

REQUESTS MUST BE SUBMITTED 45 DAYS PRIOR TO THE ACTIVITY.

(✓ one please)

Tier I Tier II Tier III Tier IV Date of Request: _____

School/Site: _____

Name of person completing the form: _____

Date(s) of the Event: (circle day) **M T W Th F** / / Time(s): _____ to _____

Location : _____

Description of Event (Type & Purpose of Activity) _____

No. of Students Attending _____ No. of Staff Attending _____ No. Volunteers _____

Educational Purpose/Rationale consistent with APSA: _____

Specific Learning objectives for this trip include: _____

Mode of Transportation: _____

(Must use only Board Approved Transportation Providers, Contact Transportation Dept. ext. 3908)

Principal's Approval

Date

(All trips must provide for adequate supervision including Certificated staff and cleared volunteers at least 1 chaperone to 10 students for non-water activities, Elementary & Middle School; 1 adult to 15 High School))

Attach the following:

Number of Students/Grade Level Attending Event (list)

Number of Staff/Volunteer Chaperones (list)

TIER I APPROVAL



for approval beyond Tier I level advance as appropriate to the reverse

