



## OVERNIGHT/EXTENDED FIELD TRIP/OUTDOOR EDUCATION REQUEST

This form and a brief letter to the Board explaining the purpose of the trip must be completed and approved by the site administrator and submitted to the Assistant Superintendent of Educational Services one month before departure. Exceptions may be made to this timeline for events such as playoff competitions. All trips involving out-of-state/country or overnight travel shall require the prior approval of PCS's District Board of Education.

**Principals** are responsible for following district policies and regulations for BP and AR 6153, School-Sponsored Trips.

**Is this an annual field trip?** ☐ Yes ☐ No, new field trip

TEACHER NAME: \_\_\_\_\_ School Site: \_\_\_\_\_ Date: \_\_\_\_\_

1. Destination and Event: \_\_\_\_\_
2. Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Number of Nights: \_\_\_\_\_
3. Name of Student Group: \_\_\_\_\_
4. Total # of students: \_\_\_\_\_ :: Boys \_\_\_\_\_ Girls \_\_\_\_\_
5. Describe the housing arrangements: \_\_\_\_\_  
\_\_\_\_\_
6. Will there be any form of water activities? ☐ Yes ☐ No **If yes**, Board Policy and AR 6153 must be followed. The Principal must submit a summary of how this was accomplished to the Assistant Sup't of Ed Services before Board Agenda approval.
7. Names of Certificated Faculty Supervisor(s): \_\_\_\_\_
8. Other Adult Chaperone(s): \_\_\_\_\_
9. Total number of chaperones, including faculty supervisors: Male \_\_\_\_\_ Female \_\_\_\_\_
10. Chaperone fingerprints cleared through Human Resources? ☐ Yes ☐ No
11. Cost for each student to attend: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
Funding source and percentage ☐ \*Donation/Grant % \_\_\_\_\_ ☐ Parent/Guardian % \_\_\_\_\_  
☐ Site Funds% \_\_\_\_\_ ☐ PTA % \_\_\_\_\_ ☐ Other % \_\_\_\_\_

**Arrangements for the inclusion of all students in the class or group must be made, regardless of their ability to pay.** \*referring to outside/non-parent donations

12. Mode of transportation: Please see BP-3541.1, AR-3541.1 and AR-3540  
District or commercially provided bus ☐ **or** Private/Parent/Guardian vehicles ☐  
If it is a district or commercially provided bus, have you entered a request via EZTrips? Yes ☐ No ☐
13. When approving or disapproving a field trip, the school principal shall consider at least the following: the safety of the location to be visited, the financial impact of a possible cancellation, parental attitude, the appropriateness of the mode of travel, and the equality of opportunity for student participation.

Site Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Ed Services Approval: \_\_\_\_\_ Board Appr Date: \_\_\_\_\_