Director Public Schools Community District

APPROVAL TO PLAN A FIELD TRIP

(Use for all Field Trips)

School: ________________________________________________________________

I have read the DISTRICT GUIDELINES FOR PLANNING PUPIL FIELD TRIPS, and I hereby request approval to plan a school-sponsored trip.

Name of Requester: ___________________________ Date: ________________

Trip Destination: _____________________________________________________

Proposed Dates: ________________________________________________________

Plan and Educational Rationale:__________________________________________

(Attached a detailed plan for the proposed trip with a separate statement that describes the importance of the trip to the students’ classroom education and the district’s specific curricular focus for the children)

Type of Transportation to be used: _________________________________________

In-State Trip ☐️ Overnight In-State Trip ☐️ Out-of-State Trip ☐️ Out-of-Country Trip ☐️

Grade Level: _____________ Number of Students: _________ Number of Adults________

Type of Funding: ___________________________ Estimated Total Budget: ______________

Estimated Expense Paid by Students: Total: ___________ Per Student: _________

Method of Fundraising (if needed): _________________________________________

FOR OUT-OF-STATE AND OVERNIGHT FIELD TRIPS ONLY

(Attach a completed Form 6 after the principal’s approval is received)

What comparable educational experience is available in the Detroit Metropolitan area?

What days does the trip involve? (List day and date).

☐ Approved to complete planning
☐ Not approved

Signature of Principal ___________________________ Date ________________

Signature of Principal Leader ___________________________ Date ________________

If Overnight Trip - Please attached Form 6 “Request for Approval of an Out-of-State or Overnight Trip”