



REQUEST FOR APPROVAL OF AN OUT-OF-STATE OR OVERNIGHT STUDENT TRIP

(Attach completed Form 5 and appropriate documents)

Please send this form to the appropriate Network Leader of the Academic Office for approval at least five weeks in advance of date of trip.

The request involves a review of plans made by school staff to assure the well-being of the students and the academic importance of the proposed trip. The principal may be contacted for further information.

This form may serve as the cover to a packet that contains the following information:

Principal's name _____

School _____ Telephone number(s) _____

Sponsoring Organization _____

Name of Staff member(s) in Charge _____

Parent Contact _____

Number of Students Involved _____ Grade(s) Involved _____ Number of Staff _____

Destination _____

Inclusive dates of trip _____ Cost to Pupils _____

Purpose of trip (*Attach Plan and Educational Rationale*) _____

Description of Field Trip _____

Name of Transportation Companies (Vendors) Involved: _____

Specific Housing Arrangements (Attached) _____

Name of Transportation Company (Vendor(s)) Involved _____

Travel Agency and Type of Insurance _____

- ALSO ATTACH TO THIS FORM**
1. Form 5
 2. Itinerary, including lodging.
 3. Copy of all trip rules.
 4. Copy of Permission slips.
 5. Copy of Emergency Medical Consent forms.
 6. Approved Leave Form (4132)
 7. Copy of proposed agreements.
 8. List of students, staff and chaperones
 9. Chaperones background check applications and waivers
 10. Field Trip Bus Transportation Request.

The staff, sponsor, parents and principals have cooperatively planned this trip. No student has been denied the opportunity to participate because of economic reasons. I am satisfied that all arrangements have been confirmed. This activity has my approval.

Signature of Principal _____ Date _____

Signature of Principal Leader _____ Date _____