

Northwest Regional Education Service District

Code: **IICA-AR**
Revised/Reviewed: 5/15/01; 8/08/17
Orig. Code(s): IICA-AR

Field Trips and Special Events

Field trip requests must be received by the program director at least two weeks (six weeks if out-of-state) prior to the trip. The classroom teacher will be notified within one week if the trip is approved. Several options are available for student transportation for field trips including, but not limited to, walking, public transportation systems, ESD vehicles or chartered bus.

Generally, all trips must be scheduled to begin no earlier than the students scheduled arrival time at school and to end in time for school-to-home transportation. All arrangements will be made by the coordinator, any exceptions must be approved by the program director or administrator prior to the field trip.

Staff will notify appropriate component school personnel (e.g., building administrator, secretary, cafeteria, other teachers) about field trips and special events.

Form is on next page...



Northwest Regional ESD Field Trip Request Form

Print Form

Program:	<input style="width: 95%;" type="text"/>	Request Date:	<input style="width: 95%;" type="text"/>
Destination:	<input style="width: 95%;" type="text"/>	Cost to Student:	<input style="width: 95%;" type="text"/>
Date of Trip:	<input style="width: 95%;" type="text"/>	Cost to Program:	<input style="width: 95%;" type="text"/>
Activity Length of Time:	<input style="width: 95%;" type="text"/>	Account to Charge:	<input style="width: 95%;" type="text"/>
Departure Time:	<input style="width: 95%;" type="text"/>	How will transportation be provided?	<input style="width: 95%;" type="text"/>

What educational goals/standards will be addressed by this activity?

Students Attending	*Emergency Form on File	*Permission to Transport on File
<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff Attending
<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>

*** REMEMBER ***
Take Emergency Forms and Parent Contact Information with you on the field trip in case of Emergency.

Field Trip Request form must be completed and submitted to the Program Coordinator or Principal 15 working days prior to the activity for initial approval.

<input type="radio"/> Approved <input type="radio"/> Not Approved	Coordinator/Principal Signature: <input style="width: 95%;" type="text"/> Director Signature: <input style="width: 95%;" type="text"/>	Date: <input style="width: 95%;" type="text"/> Date: <input style="width: 95%;" type="text"/>
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