

**APPENDIX D**  
 ISD 271 Bloomington, Minnesota  
**EXTENDED FIELD TRIP APPLICATION**  
**FINAL APPROVAL**

**Final approval must be granted prior to engaging in securing contracts and collecting fees from students.** Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School \_\_\_\_\_ Today's Date \_\_\_\_\_

Group/Class \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request \_\_\_\_\_

# of students \_\_\_\_\_ # of school personnel \_\_\_\_\_ # of chaperones \_\_\_\_\_

Destination \_\_\_\_\_ Address \_\_\_\_\_

Have students received teachers' approval to miss class? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Departure \_\_\_\_\_ Time of Departure \_\_\_\_\_

Return Date \_\_\_\_\_ Time of Return \_\_\_\_\_

Days absent: When school is in session \_\_\_\_\_

Non-school days/vacation time \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a contract or agreement with a travel agency? If so, attach contract or agreement with final application.

Yes \_\_\_\_\_ No \_\_\_\_\_

For trips outside the Continental US and those using a travel services, provide the agency name, contact person(s), email(s) and phone number(s): \_\_\_\_\_

Who has signed off on discussing school discipline policies with students? \_\_\_\_\_

Who has signed off on discussing school discipline policies with staff and chaperones? \_\_\_\_\_

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_

(Name of Service; attach contract or quote that must be reviewed by the Business Office)

Place of lodging \_\_\_\_\_ Dates \_\_\_\_\_

Costs (Estimate per student)

Transportation	\$ _____	Expenses to be paid by the district	\$ _____
Meals	\$ _____	Expenses to be paid by special funds	\$ _____
Substitute Teachers	\$ _____		
Lodging	\$ _____	Explain special funding and/or procedures for handling instances	
Other (fees, ins)	\$ _____	of economic need _____	
Total	\$ _____		

**The following documentation must be attached:**

- Emergency procedures
- Contract or agreement with agency if applicable
- Tentative itinerary
- Copy of District approved permission forms that will be used

**APPROVAL**

Final approval requires the following signatures:

Activity Director/Teacher/Advisor \_\_\_\_\_ Date \_\_\_\_\_

School Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (or designee) \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Distribution:** Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy **610-FA 12/18**