

APPENDIX C
ISD 271 Bloomington, Minnesota
EXTENDED FIELD TRIP APPLICATION
PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted **4 months** prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School _____ Today's Date _____

Group/Class _____

Teacher(s)/Advisor(s) submitting request _____

Estimated number of students participating _____

Destination _____

Address _____

Education and/or activity objectives _____

Dates of the trip _____

Days absent: When school is in session _____

Non-school days/vacation time _____

Subs required per day _____

Estimated cost per student _____

Source of funding: Student _____ District _____ Other _____

APPROVAL

Preliminary approval requires the following signatures:

Activity Director/Teacher/Advisor _____ Date _____

School Principal/Supervisor _____ Date _____

Assistant Principal _____ Date _____

Superintendent (or designee) _____ Date _____

Final Approval should be submitted to the Assistant Superintendent no later than _____

Preliminary Trip Planning

- Consult Policy/Regulation 610: Field Trips for detailed guidelines for trip planning and preparation.
- Meet with parents and students to determine interest.
- Ensure that reasonable accommodations are made for students with disabilities.
- Prepare and submit the FINAL APPROVAL form with supporting documents to the building principal.
 - **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
 - Principals/Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the District level.

Secure FINAL APPROVAL

- Submit FINAL APPROVAL form with supporting documents to the office of the Assistant Superintendent.
- Local/National travel must be submitted **2 months** prior to the trip
- International travel must be submitted **5 months** prior to the trip
- Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.

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