

APS EDUCATIONAL FIELD TRIPS



- It is essential that you familiarize yourself with Akron Public Schools Board Policy and administrative guidelines regarding educational trips in the [Educational Field Experiences/Field Trip Manual](#)

All forms must be completed and submitted at least three (3) weeks prior to the date of all field trips.
Attention: Field trips requiring overnight accommodations or travel out of state will be escalated to the Superintendent and must be approved by the Superintendent or his or her designee prior to final trip authorization. **Swimming and water activities must have the express written consent of the parent/guardian on the consent form.**

Step #1 Create and complete a copy of the [Educational Field Trip Checklist](#)

- The checklist must include the Trip Tracker ID#.
 - Once the staff member requesting the field trip and the principal have signed the checklist, the building secretary or central office designee will enter the information into the trip tracker and record it on the form. *Note: In the event your field trip is denied, your building secretary or designee must cancel the trip tracker request.*

Step #2 Submit the *completed Educational Field Trip Checklist* with the trip tracker number and all related paperwork in the checklist to the correct supervisor and department for approval:

- College Access Field Trips- Yvonne Culver Attention: Mona Saunders
- College & Career Academies Experiences - [Submit via the CCA All-In-One Form](#)
- Elementary Education Field Trips- Mary Outley- Attention: Melissa Hawkins
- Middle Schools Field Trips- Larry Johnson- Attention: Lynda Johnson
- High Schools Field Trips - Michelle Marquess-Kearns Attention: Lynda Johnson
- Special Education Trips- Rachel Tecca - Attention: Caryn Markuz

Related Paperwork:

Required:

- [Parental/Guardian Consent Form](#): Provide parents/guardians with written notification and secure a signature for each student attending the field trip. (required)
- A copy of any Parent/Guardian communication home.

Required if utilizing:

- [Volunteer Support Form](#): Complete for any non-APS staff who are acting as a volunteering to support on this field trip.
- [Parent/Volunteer Driver Form](#): For parents providing transportation for students who are not their own child, they must complete this form.
- [Overnight or Out of Town Trips](#) - Must complete this document for the superintendent. A follow-up Google Meet will be held prior to final approval. A detailed itinerary is also required.
- [Collection and Attendance Record](#): Use for the purposes of collecting funds from students for the field trip (eg, Admission Fees) and for all students who were in attendance on the trip. Alternatively, staff may use a TAC/eSchool.
- [Assumption of Risk Form 2432](#): Use students who are self-transporting to events.
- [Parent Authorization and Release From Liability](#) (Form 5515F2)

Required, but do not need to submit:

- Emergency Card Information:** Field trip supervisors **must have** each student’s emergency card in some format (See school secretary, spreadsheet, hard copies, eSchool report)
- Medications:** Field trip supervisors must review each attending student’s medical needs and work with the school health aide to meet the student’s health care needs while on the field trip.

Other Info:

- [Current Charter Contract Information](#): Vendor contracts are subject to change. This list has current contact information. (information only)
- [Field Trip Evaluation Form](#): In the event you do not have a field trip evaluation form to share with your school administrator, make use of this one for yourself, students, and chaperones. (optional)
- [Priority Travel Graphic](#) (reference only)

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