



IN-STATE FIELD TRIP REQUEST

Policy:

M.S.A.D. NO. 75 recognizes the importance of school-sponsored trips as a means of reinforcing and supplementing the instructional program. It is the intent of the School Committee that all trips be well-planned and organized to ensure that:

**Trips are related to curriculum*

**All behavioral policies are followed.*

**Appropriate safety measures and precautions are taken*

**Bus roster is maintained with a duplicate copy at school.*

**Necessary Administrative permission is granted.*

**Written parental/guidance permissions is obtained.*

**Appropriate funding is available.*

**Medical concerns are recognized and accommodated.*

Requirements:

At least one teacher or other responsible adult must accompany every 10 students at the elementary level, 15 students at the middle school level and 20 students at the high school level.

School: _____ Grade: _____ Teacher: _____

Date of Trip: _____ Purpose: _____

Location: _____ City, State: _____

Contact Person: _____ Telephone # _____ (at destination)

Number of Adults: _____ Number of Students: _____

Educational Reason: _____

**Will there be any water activities: yes no: If yes, explain: _____

BUS Pick up @ school time: _____ Drop off @ school time: _____

ACCOUNT # _____ INVOICE SENT TO: _____

WALKING – Time leaving the school: _____ Time returning to school: _____

Lunch Request Forms will be sent to parents: yes N/A

Lunch Manager Notified: yes no will be

Name of CPR/First Aid Certified Staff Attending: _____

Approval of Principal: _____ Date: _____

Approval of Superintendent/Asst. Super.: _____ Date: _____

Approval of Transportation Officer: _____ Date: _____

A copy of the request will be returned to the school to confirm availability. The request MUST have Superintendent/Assistant Superintendent AND Transportation Officer approval noted.