

Notus School District No. 135

Extended Field Trip Request Form

Extended Stay Field Trips require the Board of Trustees’ approval. All extended stay field trips must be submitted in time for the Superintendent to ask for the Board of Trustees’ approval. *Submit this form to the Principal 30 days prior to each respective field trip.*

Field Trip Overview

Date of Request _____

Extended Field Trip Organizer: _____

Chaperone(s) Name(s): _____

Group/Grade Level: _____

Estimated # of Student Participants _____

Days/Dates of Trip _____ TO _____ Total # of School Days Missed _____

Destination of Extended Field Trip _____

Other Destination (s) _____

*Provide Anticipated Daily Itinerary

Brief Description of the Educational Learning Experience (s) _____

Transportation

Date and Time of Departure from School _____

Date and Approximate Time of Arrival Back on School Campus _____

(Check all that apply)

<input type="checkbox"/> District Activity Bus	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
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<input type="checkbox"/> Contracted/ Chartered Bus	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
<input type="checkbox"/> Airplane	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
<input type="checkbox"/> Rental Vehicle (Specify Make/Model/# of seat belts)	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
Driver Name(s):			
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
Other Specifics:			

Overnight Accommodations

<input type="checkbox"/> Hotel	<input type="checkbox"/> College Campus	<input type="checkbox"/> Other _____
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Expenses

Transportation _____

Meals _____

Lodging _____

Other _____

Total _____

Total Cost Per Student _____

Budget Code:

Assurances

- Each participating student will submit a signed Extended Field Trip Liability Form (2550F2)
- Extended Field Trip Organizer will adhere to Policy 2550 and Extended Field Trip Procedures 2550P1

Extended Field Trip Organizer Name & Signature

Principal Name and Signature

Superintendent's Signature of Approval

Board Chair's Signature of Approval

Administrators 'Stipulations of Approval' (if any):

LEGAL REFERENCE: Idaho Code Section 33-512(2)

Policy History:

Adopted on: August 12, 2024

Revised on:

Revised on: