

# CHPS Field Trip Approval Process

Each field trip must be well planned beforehand and may be thoroughly evaluated after completion. The trip leader in charge of the group is responsible for the activity just as if it were conducted at school.

The **approval process** is dependent on type of Field Trip ([School Board Policy 610](#)).

- **Instructional Field Trips**: Occur during the school day and align with grade level standards. Approval is required by building principal and district administration. All students within the class or school group must be given the opportunity to participate in the school trip. Fees may not be assessed to students or families.
- **Supplementary Field Trips**: Occur outside the school day and participation is voluntary. Approval is required by the Activities Director.
- **Overnight Field Trips**: Require School Board approval in the school year prior to the trip.

## **Field Trip Approval Form** ([Form Library](#) on HeightsNET)

- Fill out the form **at least 6 weeks** ahead of the field trip to ensure adequate planning time. Complete the entire form (transportation estimate, standards, all costs).
- Teacher fills out the request form and gives it to the building principal.
- The building principal will review the request to ensure compliance with district policies and procedures, and alignment with building logistics including date and time.
- Once principal approves, the form is sent to Teaching and Learning for approval.
- Teaching and Learning will review budgets and compliance and return the form to the requesting teacher and building.

## **Once Approved:**

- Confirm field trip with the site to be visited.
- Work with your building clerical to order a bus.
- Reserve a substitute, if needed.
- Notify the school health aide to accommodate any student medical needs.
- If bag lunches are necessary, collaborate with building Food Service. .
- Send [permission slips](#) home. Forms must include all details of the field trip. Verbal authorization will not be accepted.
- Ensure all chaperones have a background check completed through Human Resources.
- Ensure all invoices are sent to Jasmine Fink in Teaching and Learning.

# FIELD TRIP REQUEST 2024-2025

## One Day Instructional Field Trips



-Field trips must be requested at least six weeks in advance. Field trips should return to the district by 2 pm to support limited transportation.

-Extended field trips (occurring beyond the school day) need to be School Board approved. Please work with your building principal and Teaching and Learning to discuss extended field trips.

Requested by: \_\_\_\_\_ Today's date: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Dept: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Time of departure: \_\_\_\_\_ Time of return: \_\_\_\_\_ Approval needed by: \_\_\_\_\_ (date)

Description of activity: \_\_\_\_\_

Explain how the field trip connects to grade level or content standards: \_\_\_\_\_

### Cost: Please fill out all of the costs in this section.

Number of Students \_\_\_\_\_ x Cost per student for activity \_\_\_\_\_ = \_\_\_\_\_

Transportation Cost \_\_\_\_\_ Substitute Cost \_\_\_\_\_

Other Cost \_\_\_\_\_ (Please explain) \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date \_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
Director of Teaching and Learning

\_\_\_\_\_  
Date

Reason for denial: \_\_\_\_\_

### Once Field Trip is Approved:

- Confirm field trip with the site to be visited. Send invoices to Jasmine in Teaching & Learning for payment.
- Work with your building clerical to order a bus
- Reserve a substitute, if needed
- Notify the school health aide to accommodate any student medical needs
- If bag lunches are necessary, work with building Food Service
- Send detailed permission slip home for parent/guardian signature
- Ensure all chaperones have a background check completed through Human Resources