



**PUTNAM COUNTY MIDDLE SCHOOL**

140 SPARTA HIGHWAY  
EATONTON, GEORGIA 31024  
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**PCMS.PUTNAM.K12.GA.US**

Monica Macklin | Principal  
Vicky Bivins | Assistant Principal  
Tasha Jones | Assistant Principal  
T. Rhodes & M. Smith | Instructional Coaches  
Dr. M. Browner & Ms. R. Bryant | Counselors  
Jan Mullis | Media Specialist

**Learning Experience Request Form**

Experience Date(s) \_\_\_\_\_ Experience Location \_\_\_\_\_

Grade Level/ Group \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Teachers in Charge of Experience: \_\_\_\_\_

Contact Person/ Number: \_\_\_\_\_

Teacher # \_\_\_\_\_ Student # \_\_\_\_\_ Parent # \_\_\_\_\_ Adult/ Student Ratio: \_\_\_\_\_

Cost per Student: \_\_\_\_\_ Cost per Teacher \_\_\_\_\_ Cost per Parent \_\_\_\_\_

Purpose of Learning Experience:

Mode of Transportation: \_\_\_\_\_

Permission Granted: \_\_\_\_\_ Permission NOT Granted/ Reason \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_



## Experience Planner

### Pre-Trip Planning (Do these steps in order)

- Meet with entire grade level to discuss potential experiences.
- Determine the standards to be covered.
- Determine the purpose and goal for this experience.
- Draft Pre-During-Post activities that work together to form a culminating project; Create virtual experience for students who can't travel. **See Putnam Model linked in Bound for Beyond folder.**
- Gather information from location: cost, dates, times, what is needed from PCMS, etc.
- Present to Macklin and grade level administrator.

### Prior to the Experience

- [Trip Tracker](#)-([Dimetra Reid](#) is contact for access) Need details of departure and arrival time. Number of Buses, Students, and Adults
- Request Lunches – Contact [Marissa Cash](#) for form ASAP but not less than two weeks in advance in order for special food orders- Follow up and make sure food allergies are considered, Rosters of students going are to be provided to cafeteria
- Communicate to all staff affected by schedule changes (i.e.. ESOL, Mrs. Hewette, Para pros, Connections)
- A signed permission slip is required for trips over 50 miles? from the school- All forms sent home should be pre-approved by Mrs. Macklin
- Check with school nurse about student medications and the first aid backpack.
- Fill out PL form
- Money Collection- over \$10 requires written receipts to students, see Mrs. DeLoach for Green sheets and money pouches and any situations involving payment
- Packing list or Special Supply Request
- Communicate behavior expectations with students thoroughly
- Check facilities for handicap accessibility If necessary
- Determine which teacher(s) will stay with students getting the virtual experience.

### The day of the experience

- Rosters of students for teachers and for bus drivers or they may just want the number of actual students on the bus
- Pick up lunches
- First aid and student medications
- Payment if Needed

### Post Trip:

- Complete the culminating activities.
- Plan to showcase the students' experiences/ culminating products with the public. (ex: parent night, BOE, newspaper, etc.)