

A field trip is defined as “any academic, instructional, performance or other District approved trip taken by District students to any location away from the student’s school.” Board Policy IJOA (and associated regulations) “Field trips are a very important part of the instructional program of the district. Purposeful, well-organized and properly supervised travel experiences enable students to discover new worlds, stimulate interest in further learning, increase cultural awareness and bring historical events to life.”

**Schools should maintain the completed field trip forms in their offices. It is recommended that forms are kept for three years from the date of the field trip.**

*\*Please note: starting school year 2015-2016, the Colorado Department of Public Health and Environment requires a cpr/first aid certified staff member on all field trips.*

### **In-State (standard) Field Trips**

#### **Forms required:**

- ☐ Field trip approval form (for each field trip)
- ☐ Field trip permission form filled out and signed by parent/guardian

#### **Required signatures:**

- ☐ School Principal

### **Out of State (non-standard/overnight) Field Trips**

#### **Forms required:**

- ☐ Field trip approval form (for each field trip)
- ☐ Field trip permission form filled out and signed by parent/guardian
- ☐ Health insurance and medical information form
- ☐ Special medical power of attorney form

#### **Required signatures:**

- ☐ School Principal
- ☐ Area Superintendent

### **International Field Trips**

#### **Forms Required:**

- ☐ Field trip approval form (for each field trip)
- ☐ Field trip permission form filled out and signed by parent/guardian
- ☐ Health insurance and medical information form
- ☐ Special medical power of attorney form
- ☐ Contact Risk Management to get insurance purchased for each trip

#### **Required signatures:**

- ☐ School Principal
- ☐ Area Superintendent
- ☐ Superintendent

### **Field Trip Volunteers** *\*This process can take up to 90 days, please plan accordingly*

- ☐ Must be registered with D11 Engage
- ☐ Must have completed required background checks/fingerprints before participating in field trip activities