

FIELD TRIP REQUEST PROCESS

To avoid delays in approval, all Field Trip Request Forms must be completely filled out and submitted in a timely manner. (3 weeks in advanced) Incomplete forms will not be processed.



COMPLETE THE FIELD TRIP REQUEST FORM

STEP 1

- Fill out all required fields on the form.
- Ensure the building Principal signs and dates the form.
- *Pay close attention to the following commonly incomplete areas, which often result in delays:*
 - a. **Funding & Transportation:**
 - If transportation is provided by an outside organization, include the name of the organization.
 - If your school is using its own Van, provide vehicle details.
 - If the school is paying for transportation, indicate the funding source (e.g., Local, Title I, Grant, or SAF).
 - b. **Number of Students Attending:**
 - Provide an accurate total number of students participating.
 - c. **Chaperones:**
 - List the total number of teachers, TAs, and parents attending.
 - Required Ratio: one chaperone per ten students



SUBMIT THE COMPLETED FORM

STEP 2

- Once the form is signed by the Principal, email it to your assigned Transformation Officer (TO). CC the Transformation Office support team, including:
 - Incia Leon _ incia.leon@ppsd.org
 - Monica McLynch _ monica.mclynch@ppsd.org
- Campus Supervisor information can be found [\[here\]](#)



Resources

- [Field Trip Protocols Guidance](#)
- [Field Trip Request Forms](#)
- [Field Trip Overnight/Out-of-state Trip](#) (Instructions can be found [here](#))

SUBMIT TRANSPORTATION & REQUISITION REQUESTS

STEP 3

- While your field trip request is under review, you may:
 - Request a bus quote from First Student.
 - Enter the requisition into Lawson.
- Instructions for requesting transportation are available [here](#).
- *CTE Only _ Please complete this Form for all events & transportation request [CTE Field Trip Form](#)*



STEP 4

FINAL APPROVAL AND PARENT PERMISSION SLIPS

- Once you receive the approved Field Trip Request, ensure that:
 - All students have a signed permission slip on file before participating in the trip.

