

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. Names must be included
Required Ratio: one chaperone per ten students



SUBMIT THE COMPLETED FORM

- 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 [\[here\]](#)

STEP 2

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

- 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 3



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.

