PVRPD Permit # (if required) _____ Req. # _____

Pleasant Valley School District

SCHOOL-SPONSORED FIELD TRIP/EXCURSION AUTHORIZATION

School-sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational, cultural, or athletic activity. District approval is required for all trips no later than 20 days prior to the trip. **SST forms must be submitted at least 60 days prior to trip.** If **Board approval** is required, submit **at least 90** days prior to any trip: 1) exceeding 200 miles one-way; 2) involving watercraft; 3) or overnight.

TO BE COMPLETED BY CERTIFICATED PERSON IN CHARGE OF TRIP

School _____ Classroom #(s) _____ Grades(s) _____

Teacher(s) _____

Destination Name:_____Address:_____

Departure Date _____ Time _____ Return Date _____Time _____

***If** trip is extended period of time, **attach separate sheet** explaining why trip must be taken during school days rather than vacation.*

Number of miles one-way: ☐ Less than 200 miles ☐ More than 200 miles - ***(Board approval required)***

Transportation methods(s) used to / from / at Destination: ***(Check all that apply):***

☐ SPAB-approved Bus ☐ Walking ☐ Train ☐ Boat ☐ Parent Driving (Own Student) Other:_____

Is Site ADA Approved? ☐ Yes ☐ No **If no, please contact Student Services**

Have you accounted for Students with Special Needs? ☐ Yes ☐ No Accommodations Needed:_____

SST Curriculum Detail *(6153 E-4) MUST BE ATTACHED*

Students Anticipated _____ Minimum # Chaperones Required _____ # of Chaperones Attending: _____

Adult/child ratio is a minimum of 1:10 except as follows. Wading in water: number to exceed 1:10 ratio as appropriate for safety. Swimming: Grades K-3 = 1:4; Grades 4-6 = 1:8; Grades 7-8 = 1:10. These ratios also apply to lodging where students are allowed access to pools/spas. Watercraft trips: 1:5; if adults own child is with him/her, ratio is 1:4 (including the adult's child).

BOARD OF TRUSTEE APPROVAL REQUIRED: Yes ☐ No ☐

Meal Order Form: **If a mealtime occurs during this trip, please fill out the Meal Order Form & give to the kitchen 2 weeks prior.**
Bus Request: **Must be submitted at least 30 days prior to the trip.**

I/WE HAVE READ AND WILL ABIDE BY BOARD POLICY AND REGULATION 6153, SCHOOL-SPONSORED TRIPS

CERTIFICATED – ALL Employee(s) in charge Name(s):

_____

_____

Signature(s) of ALL Employee(s) on trip Date _____

SITE ADMINISTRATOR APPROVAL

Approved ☐ Denied ☐ by Site Administrator:_____ Date _____

DISTRICT APPROVAL

Approved ☐ Denied ☐ Ed. Services _____ Approved ☐ Denied ☐ Risk Manager: _____

If conditional approval: _____

BOARD OF TRUSTEES APPROVAL

Approved ___ Denied ___ by Board on _____

Date DO Received: _____ emailed to site/bus/food: _____ saved in Public Share contract folder _____ date: _____