

**PROVIDENCE SCHOOL DEPARTMENT
FIELD TRIP OUT OF SCHOOL REQUEST FORM**
Effective May 11, 2022

School _____ Date _____

Destination (Name, address and phone #) _____

Day (s) and date (s) of trip _____

Departure time from school _____ Arrival time to school _____

Name of teacher _____

Name of subject/course _____

Grade (s) _____ Number of students attending _____

Number of buses needed _____ Number of parents attending _____

Number of teacher assistants attending _____ Others attending _____

Funding source _____ Purchase Order # _____ C.O.D. _____

Description of standard being addressed _____

In what unit of study is this class/group currently engaged? _____

In what follow-up activities will the class engage upon return from this trip? _____

How many children from this teacher's class will not be attending? _____

What provisions have been made to provide alternative educational options for these children?

Is a substitute needed? _____ For how long? _____

Will the bus driver need to pick up lunches? _____, how many _____ Time/where to pick up? _____

Approval of Principal _____ Date _____

Approval of Deputy Superintendent _____ Date _____

GUIDELINES:

- All field trip requests must be received by the school's respective Transformation Officer as outlined in this procedure or 3 weeks in advance of the trip. This includes trips involving buses, walking trips, and so on.
- Teachers should carry copies of permission slips on trips. Emergency numbers must be included as a precautionary measure in the event of an emergency requiring parent/guardian contact.
- A first aid kit on field trips is recommended.
- Parental permissions or individual permission slips for each field trip are required. No blank permissions are acceptable. No verbal or phone permission will be accepted.

JAVIER MONTAÑEZ, Ed.D.
Superintendent

School Name:

Field Trip Destination:

Date:

Chaperones' Information:

Teachers:

TAs:

Parents:

Others attending:

Per district policy, a minimum of one chaperone for every ten students is required at all times.