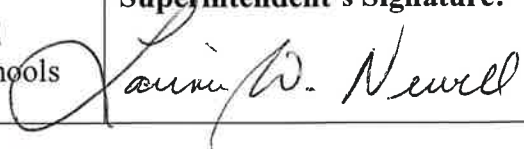


Standard Operating Procedure: Field Trips

Subject: Field Trips	Effective Date: September, 2022 (Revised April, 2026)	Page(s): 1 of 2
Department(s): Nursing Services & Transportation	Approved: Dr. Laurie W. Newell Superintendent of Schools	Superintendent's Signature: 

- I. **Purpose:**
To establish District Procedure for scheduling field trips in Paterson Public School District.
- II. **Authority:**
The Superintendent of Schools
- III. **Terms and Conditions:**
All field trips must be entered into Versiform for approval by the Building Administrator and Assistant Superintendent.
- IV. **Procedures:**
 - a. Login to Versiform and complete all necessary areas to request a field trip. Notify the School Nurse and provide a list of all potential students who will attend the field trip to expedite health condition review and medical clearance. Follow the instructions in Part c if transportation is needed.
 - b. If a field trip location is **not** in the dropdown list in Versiform:
 - Complete the field trip request form.
 - Submit the completed and signed form to the corresponding Unit Assistant Superintendent for approval.
 - Notify the School Nurse and provide a list of all potential students who will attend.
 - Once approved by Unit Superintendent, the form will be submitted to Academic Services/Superintendent's office for Board approval.
 - Once Board approval is obtained, the field trip location will be added to Versiform.
 - **Please be mindful of the Board of Education meeting cutoff dates when scheduling field trips.**
 - Once the field trip location is in Versiform, follow Part a and Part c if transportation is required.

- c. If yellow school buses are needed, please refer to the annual memo from the Transportation Department for a list of approved bus companies. If you require a Coach bus, please contact the Transportation Department to secure busing for the field trip at: 973-321-0830

V. Dissemination:

Building Administrators, Assistant Superintendents, School Nurses, Teachers, and Administrative employees of the Paterson Public School District.