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.



To support proper planning and timely approvals, teachers are expected to begin planning field trips during the fall semester. All field trip requests should align with instructional goals and be submitted with all required documentation and funding information completed. Overnight and out-of-state trips should be submitted as early as possible due to additional approval requirements. The final deadline for submitting field trip requests for the school year will be in January. Requests submitted after the deadline may not be approved unless prior administrative approval has been obtained.



STEP 1

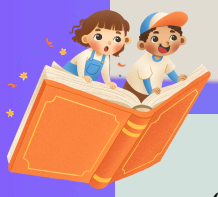
COMPLETE THE FIELD TRIP REQUEST FORM

- 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



STEP 2

SUBMIT THE COMPLETED FORM

- Once the form is signed by the Principal, email it to your assigned Campus Supervisor.
  CC the Campus Supervisors support team, including:
  - Monica McLynch _ monica.mclynch@ppsd.org
  - Falashia McCants _ Falashia.McCants@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)



STEP 3

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.



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.