

**REQUEST FOR SCHOOL APPROVAL**

**IN-STATE AND OUT-OF-STATE / OVER-NIGHT FIELD TRIP (EXCURSION)**

Please begin this process at least two to three months in advance of trip and no less than six weeks prior to field trip date. Submit through your building approval process. All necessary arrangements must be approved by principal or designee. Field trip paperwork must be received to the Superintendent's Office four weeks prior to the field trip date.

Person in Charge of Trip: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School \_\_\_\_\_ Group/Class: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Chaperones: Staff \_\_\_\_\_ Parents \_\_\_\_\_ Other Volunteers \_\_\_\_\_

I have verified volunteers have a WA State Patrol check and completed Criminal History Disclosure form on file prior to unsupervised contact with students.

Purpose of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Trip: Departure \_\_\_\_\_ Return \_\_\_\_\_

Time of Trip: Departure \_\_\_\_\_ Return \_\_\_\_\_

Will you or any other staff member:

Yes  No miss days of work? Please fill out a District/Travel Request form.

<b>Estimated Cost Breakdown Per Student:</b>	<b>Per Group</b>	<b>Funding Source/Code:</b>
<b>District Costs</b>		
Registration/Fee	\$ _____	_____
Substitutes	\$ _____	_____
Transportation	\$ _____	_____
Lodging	\$ _____	_____
Meals	\$ _____	_____
Miscellaneous	\$ _____	_____
<b>Total</b>	<b>\$ _____</b>	_____
<b>Cost to Student:</b>	\$ _____	

**Cost to School/GF:** \$ \_\_\_\_\_ **Cost to ASB:** \_\_\_\_\_ **Cost to other sources:** \_\_\_\_\_  
(\*the student cost should equal what the student is required to pay for the trip) (CTE, Athletics, ETC.)

Budget Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Signature of Accountable Administrator Date Signature of Accountable Administrator Date

ASB Funded:  Yes  No ASB Signature/Approval (if applicable) \_\_\_\_\_

Monetary Assistance for students and families in need: Describe how this is communicated, accessed, and funded  
\_\_\_\_\_  
Source:  InvestEd  Scholarship  Grants  Fundraising  Parent Club  Other \_\_\_\_\_

**Note: Prior to all field trips, student rosters must be submitted to the Attendance Office and parent permission slips must be on file.**

Signature/Approval of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School Board, Superintendent or designee Approval Date: \_\_\_\_\_ (See Procedures No. 2320P)

- Be sure to attach to this form: written plan including tentative Itinerary (including: departure time and place, major events, chaperones, overnight accommodation location and structure, proposed modes of travel, planned stops, return time and place, the number of school days that students and staff will miss, and a proposal for how staff who miss school because they attend the excursion propose to account for their absence).