

APPENDIX C
 ISD 271 Bloomington, Minnesota
EXTENDED FIELD TRIP APPLICATION
FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School _____

Group/Class _____

Teacher(s)/Advisor(s) submitting request _____

of students _____ # of school personnel _____ # of chaperones _____

Destination _____ Address _____

Have students received teachers' approval to miss class? Yes _____ No _____

Date of Departure _____ Time of Departure _____

Return Date _____ Time of Return _____

Days absent: When school is in session _____

Non-school days/vacation time _____

Have reasonable accommodations been made for students with disabilities? Yes _____ No _____

For trips that contract a tour service, the contract has been reviewed and approved by the Executive Director of Finance.

Yes _____ No _____

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans _____ N/A _____

_____ Public Transportation _____ Contracted Transportation: _____

(Name of Service; attach contract)

Place of lodging _____ Dates _____

Costs (Estimate per student)

Transportation	\$ _____	Expenses to be paid by the district	\$ _____
----------------	----------	-------------------------------------	----------

Meals	\$ _____	Expenses to be paid by special funds	\$ _____
-------	----------	--------------------------------------	----------

Substitute Teachers \$ _____

Lodging \$ _____ Explain special funding and/or procedures for handling instances

Other (fees, ins) \$ _____ of economic need _____

Total \$ _____ _____

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Executive Director of Finance

APPROVAL

Final approval requires the following signatures:

School Principal _____ Date _____

Assistant Principal _____ Date _____

Superintendent (or designee) _____ Date _____

Board Approval Yes _____ No _____ Date _____

Comments _____

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy **610-FA 05/11**