

Policy 610 FIELD TRIPS

SCHOOL DISTRICT 318  
FIELD TRIP REQUEST

Please check classification of field trip.

- \_\_\_\_\_ Class I      Walking or in-district
- \_\_\_\_\_ Class II     One day, out of district
- \_\_\_\_\_ Class III    Extended, overnight
- \_\_\_\_\_ Class IV    School related, non-curricular

Title of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date/s of trip: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Staff in Charge: \_\_\_\_\_

Number of students involved: \_\_\_\_\_ Number of adult chaperones: \_\_\_\_\_

Special concerns: \_\_\_\_\_

Source of funds: \_\_\_\_\_

Transportation necessary: \_\_\_\_\_

\_\_\_\_\_ None    \_\_\_\_\_ School bus    \_\_\_\_\_ School car    \_\_\_\_\_ School van  
\_\_\_\_\_ Other (specify \_\_\_\_\_)

What Standard or benchmark does this trip relate to? \_\_\_\_\_

How will you assess student understanding after the trip? \_\_\_\_\_

Additional information that should be known about field trip (use back for additional space if necessary) \_\_\_\_\_

Signature of staff person in charge: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_  
Principal/Supervisor      Date

\_\_\_\_\_ Denied      \_\_\_\_\_  
Superintendent      Date