

**Student Field Trip Request Form (To be completed by educator planning trip)**

*Directions: Please complete this form and attach required documents. Building principal must approve before request can be sent to the Superintendent for final approval.*

Teacher(s): \_\_\_\_\_ Grade or Group: \_\_\_\_\_

Destination: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ Number of School Days: \_\_\_\_\_

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

**Type of Trip – Complete the required information in the appropriate section.**

- Overnight (K-8), Out-of-State Travel (K-12) – Principal and Superintendent Approval REQUIRED.**  
(See: Board Policy 2075, Administrative Procedure 2075P for details. Use Form 2075F-2 for planning.)
  - Letter to Principal and Superintendent describing concept for trip, including curricular rationale and general plans. (Letter should be submitted at least six months ahead of trip, when circumstances permit.)
  - Draft of parent permission slip with a letter explaining trip details. Please attach.
  - Number of HSD Chaperones (21 or older): \_\_\_\_\_ (ratio ranging from 1:10 to 1:14 depending on trip) Please attach list.
  - First Aid (Minimum of one chaperone must be first aid certified.) Provide copy of current certification.
  - Fingerprinting necessary / verified for any non-HSD employee who will be unsupervised with students.
  - Type of transportation to be utilized (school bus preferred if possible) – Attach additional sheet describing all modes of transportation to be used on trip including any tours while at destination.
  - Housing: Hotel: \_\_\_\_\_ Other: \_\_\_\_\_
  - Cost to Student (Attach description of fundraising activities and preliminary budget)
  - Cost to School or District. (Please provide detail.)

- Out-of-Country Travel – Principal and Superintendent Approval REQUIRED.**  
(See: Board Policy 2075, Administrative Procedure 2075P for details. Use Form 2075F-2 for planning.)
  - Letter to Principal and Superintendent describing concept for trip, including curricular rationale and general plans. (Letter should be submitted at least six months ahead of trip, when circumstances permit.)
  - Draft of parent permission slip with a letter explaining trip details. Please attach.
  - Number of HSD Chaperones (21 or older): \_\_\_\_\_ (ratio at least 1:10) Please attach list.
  - First Aid (Minimum of one chaperone must be first aid certified.) Provide copy of current certification.
  - Fingerprinting necessary / verified for any non-HSD employee who will be unsupervised with students.
  - Type of transportation to be utilized – Attach additional sheet describing all modes of transportation to be used on trip including any tours while at destination.
  - Housing: Hotel: \_\_\_\_\_ Other: \_\_\_\_\_
  - Cost to Student (Attach description of fundraising activities and preliminary budget)
  - Cost to School or District. (Please provide detail.)
  - Possible additional insurance required. Contact Business Administrator at 324.2040.

Teacher or Sponsor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal signature (signifies approval): \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's signature (signifies final approval): \_\_\_\_\_ Date: \_\_\_\_\_