

**PROVIDENCE SCHOOL DEPARTMENT
FIELD TRIP OUT OF SCHOOL REQUEST FORM**
Effective May 11, 2022

School _____ Date _____

Destination (Name, address and phone #) _____

Day (s) and date (s) of trip _____

Departure time from school _____ Arrival time to school _____

Name of teacher _____

Name of subject/course _____

Grade (s) _____ Number of student's attending _____

Number of busses needed _____ Number of parent's attending _____

Number of teacher assistants attending _____ Other attending _____

Funding source _____ Purchase Order # _____ C.O.D. _____

Description of standard being addressed _____

In what unit of study is this class/group currently engaged? _____

In what follow-up activities will the class engage upon return from this trip? _____

How many children from this teacher's class will not be attending? _____

What provisions have been made to provide alternative educational options for these children?

Is a substitute needed? _____ For how long? _____

Will the bus driver need to pick up lunches? _____, how many _____ Time/where to pick up? _____

Approval of Principal _____ Date _____

Approval of Deputy Superintendent _____ Date _____

GUIDELINES:

- All field trip requests must be received in the schools' respective Transformation Officer as outlined in this procedure or 3 weeks in advance of the trip. This includes trips involving busses, walking trips and so on.
- Teachers should carry copies of permission slips on trips. Emergency numbers must be included as a precautionary measure in the event of an emergency requiring parent/guardian contact.
- A first aid kit on field trips is recommended.
- Parental permissions Individual permission slips for each field trip are required. No blank permissions are acceptable; no verbal or phone permission will be accepted.