

**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 students attending \_\_\_\_\_

Number of buses needed \_\_\_\_\_ Number of parents attending \_\_\_\_\_

Number of teacher assistants attending \_\_\_\_\_ Others 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 by the school's respective Transformation Officer as outlined in this procedure or 3 weeks in advance of the trip. This includes trips involving buses, 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 or individual permission slips for each field trip are required. No blank permissions are acceptable. No verbal or phone permission will be accepted.