

Student Trip Request Form (teacher to complete)

Date Submitted to Principal _____

Teacher(s) _____ Grade or Group _____

School _____ Number of Students _____

Date(s) of Trip _____ Number of School Days _____

Destination _____

Type of Trip – Complete list in the appropriate section (add pages as needed)

- School Day – Principal approval only.**
- Parent permission slip (complete permission slip required for each field trip)
 - No. of BSD Chaperones (21 or older): _____ (ratio at least 1:10)
 - Fingerprinting necessary/verified (unsupervised)? Yes No
 - Transportation: walk school bus private/district vehicle (requires form 2320F-4)
 - privately-owned boat (see further requirements in Policy 2320P) other _____
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- Single Night Overnight In-State – Principal and school supervisor approval required. Board approval required when costs involve student fundraising. (See 2320P, Section C for details)**
- Letter to Principal outlining details, finances and supervision plan (two to four weeks prior to trip)
 - Parent permission slip with letter explaining trip details
 - No. of BSD Chaperones (21 or older): _____ (ratio at least 1:10) 1st Aid/CPR (requires one)
 - Fingerprinting necessary/verified (unsupervised)? Yes No
 - Transportation: school bus private/district vehicle (requires form 2320F-4)
 - privately-owned boat (see further requirements in Policy 2320P) other _____
 - Housing: hotel _____ other _____
 - Cost to student (describe fundraising) _____
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- Out-of-State and Multi-Night In-State – Principal, school supervisor, and Board approval required.**
(See 2320P, Section D for details. Use Form 2320F-2 for planning)
- Letter to Principal with concept for trip, including curricular rationale and general plans. (Letter should be presented at least six months ahead of trip, when circumstances permit.)
 - Parent permission slip with letter explaining trip details
 - No. of BSD Chaperones (21 or older): _____ (ratio at least 1:10) 1st Aid/CPR (requires one)
 - Fingerprinting necessary/verified (unsupervised)? Yes No
 - Transportation: school bus private/district vehicle (requires form 2320F-4)
 - privately-owned boat (see further requirements in Policy 2320P) other _____
 - Housing: hotel _____ other _____
 - Cost to student (describe fundraising) _____
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- Out-of-Country – Principal, school supervisor and Board approval required.** (See 2320P, Section E. for details. Use Form 2320F-2 for planning)
- Letter to Principal with concept for trip, including curricular rationale and general plans. (Letter should be presented at least six months ahead of trip, when circumstances permit.)
 - Parent permission slip with letter explaining trip details
 - No. of BSD Chaperones (21 or older): _____ (ratio at least 1:10) 1st Aid/CPR (requires one)
 - Fingerprinting necessary/verified (unsupervised)? Yes No
 - Transportation: school bus private/district vehicle (requires form 2320F-4)
 - privately-owned boat (see further requirements in Policy 2320P) other _____
 - Housing: hotel _____ other _____
 - Cost to student (describe fundraising) _____
- Possible additional insurance required. Call District Risk Manager at 6522