REQUEST FOR FIELD TRIP

To: _____
(Director of Elementary or Secondary)

Requestor Information

From: _____
Lead Teacher's Full Name | School Extension | Cell Phone #

_____ _____
School Name | Request Date

Trip Information

_____ _____ _____ _____
Departure Date | Departure Time | Return Date | Return Time

Destination Name: _____

Physical Address: _____

Distance one way from site to destination: _____ miles

Method of Transportation: _____
(How are you traveling?) | Charter bus must be requested through transportation

Purpose of Trip: (Detail what you are doing on the trip that will help you teach the curriculum standards below)

_____
_____
_____
_____

Curriculum Standard(s) _____

Group or Class Participating (no room numbers): _____

_____ _____ _____
# of Students Attending | # of Adults Attending | Ratio (Adults to Students)

Names of Certificated Staff & Chaperones Attending:

_____
_____

Financial Information

$_____ + $_____ + $_____ = $_____
Admission Cost | Transport Cost | Other Cost | Total Cost

PR #: _____ (Attach invoice or quote and send to Purchasing at least 3 weeks prior to trip)

How is the trip funded? (i.e., grant, parent donations, fundraising)

☐ Grant ☐ Parent Donations ☐ Fundraising ☐ Other _____

Account # funds are held in: _____

Accountability

☐ Please check here to indicate you have or will collect Permission Slips and that a copy will be kept in your school office along with your approved/signed Request for Field Trip.

☐ If parents are driving, check here that you have collected chaperone agreements and car insurance.

☐ Please check here to indicate all students interested are allowed to participate; even if they cannot pay.

☐ Please check here to indicate have or will collect Chaperone Agreement forms and that a copy will be kept in your school office along with your approved/signed Request for Field Trip. (All chaperones must be approved by office staff to confirm they are approved volunteers for the district.)

_____ _____
Principal's Approval | Date

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Accessibility Information

Accessibility and insurance issues:

1.If you are traveling by district bus, do you require a wheelchair accessible bus? ☐ Yes ☐ No
If yes, have you notified transportation and what budget code is the fee coming from.

_____

2.Is the destination accessible? (entrance(s), width of doors for wheelchair access, bathroom facilities) ☐ Yes ☐ No (If no, explain)

_____

3.If you plan to go on a walk, are there concerns about the condition of the walkway?
Walkways are ☐ dirt ☐ pavement ☐ gravel ☐ other ☐ and contain steep grades, there are also ☐ ramps and/or ☐ curb cuts, ☐ or other possible mobility complications, such as _____.

4. if toileting support/catheter support is required, is there access to wheelchair ramps and large enough restrooms?
☐ Yes, it's required and available ☐ Yes, it's required and NOT available ☐ No, it's not required for any student in the group

5.Do same-age, nondisabled peers frequent this destination for this activity? ☐ Yes ☐ No

6.What are the natural cues? (Environmental or situational signals that instinctively guide behavior or decision-making without the need for verbal instruction.)
☐ Signs/Arrows ☐ Maps and Posted Schedules ☐ Bells, chimes, or announcements ☐ Floor markings ☐ Stage lights
☐ Crowd movement (follow group) ☐ Staff Directions (pointing, gesturing) ☐ Whistles or buzzers ☐ Crossing Signals
☐ Other _____

7.Is there anything unusual about this environment that might cause a learner to display inappropriate behavior (e.g., noise, light, or other factors)?

8.What would have to be taught in preparing for visiting this environment?

Skills (Check all that apply)

9.What gross motor skills would be required in this environment?
☐ Walking on level ground ☐ Walking up/down stairs ☐ Standing in lines ☐ Sitting for extended periods
☐ Running/jogging ☐ Balancing ☐ Reaching overhead/Bending ☐ Carrying personal items
☐ Other _____

10.What fine motor skills would be required in this environment?
☐ Use writing utensil ☐ Handing tickets/money ☐ Clothing closures ☐ Opening lunch containers/wrappers
☐ Handling small science or art tools ☐ Operating buttons/switches/touchscreens ☐ Handling sports equipment
☐ Other _____

11.What communication skills are required in this environment?
☐ Listening to instructions ☐ Asking/Answering questions ☐ Following directions ☐ Reading posted signs/schedules
☐ Using appropriate voice levels ☐ Requesting help from adults ☐ Conversing politely with peers ☐ Explaining/Presenting
☐ Other _____

12.What social skills are required in this environment?
☐ Taking Turns ☐ Sharing materials/equipment ☐ Working cooperatively in groups ☐ Respecting personal space
☐ Waiting patiently in lines ☐ Good sportsmanship ☐ Following group rules/routines ☐ Manners
☐ Other _____

13.Are there any other specialized skills needed in this environment?
☐ Safety Gear ☐ Lab Safety ☐ Sign Language/Communication Devices ☐ Managing sensory tools
☐ Self-advocating for medical needs ☐ Following a buddy system for safety ☐ Interpreting game rules
☐ Other _____

Health

14.Do any students have medical protocols (feeding, seizures, allergies, nursing, aides) that may need to be addressed during the field trip?

Student ID #	Medical Need	Action Plan (How it's met)	Nurse needed on trip
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

15.If fatigue or health concerns are an issue for a student during this trip, is a plan in place to return the student in a safe manner? Explain plan.

_____

_____

_____ _____

Principal's Approval Date Director's Approval Date

Please return form to: _____

Board Approved On: _____