

WESTFORD PUBLIC SCHOOLS
Office of the Director of Equity, Curriculum and Instruction

FIELD TRIP REQUEST FORM

Form must be submitted to the principal at least six weeks prior to scheduled trip. Approval must be obtained prior to making final contractual arrangements. Copies of contracts must accompany approval form.

Field Trip Category: Academic ☐ Co-Curricula / Non-Academic ☐ (check one)

Trip Type: Day ☐ Extended Day ☐ Overnight ☐ Foreign ☐

Today's Date: _____ Date of Field Trip: _____

Teacher/s: _____ School/Grade: _____

Proposed Field Trip Location(s): _____

Eligibility Criteria: _____

Eligible Students _____ # of Students participating: _____ # of Parents/Volunteers: _____

of Staff: _____ Departure Time: _____ Return Time: _____ Dept/Club: _____

Curriculum Justification: _____

Classroom Preparation Prior to Trip: _____

Planned Follow-Up: _____

1. ☐ Approved: _____ Date: _____

Building Principal

☐ Not Approved: _____ Date: _____

Building Principal

Principals, please forward to Office of Equity, Curriculum & Instruction for approval.

2. ☐ Approved: _____ Date: _____

Director of Equity, Curriculum and Instruction

☐ Not Approved: _____ Date: _____

Director of Equity, Curriculum and Instruction

Reason/s: _____

3. Superintendent/School Committee approval is needed: ☐ Yes ☐ No

☐ Approved: _____ Date: _____

Superintendent

☐ Not Approved: _____ Date: _____

Superintendent

Reason/s: _____

FIELD TRIP CHECKLIST

Attendance list must be submitted on the day of the trip prior to departure.
Significant problems (departure delay, injury, etc.) are to be reported
to the school immediately.

- | | |
|--|---|
| 1. Admission Cost: \$ _____ | 13. CORI checks for all Volunteers: <input type="checkbox"/> |
| 2. Transportation Cost: \$ _____ | 14. Fingerprinting for all Volunteers <input type="checkbox"/> |
| 3. Total Cost: \$ _____ | 15. List of Students Not Going: <input type="checkbox"/> |
| 4. Means of Financing: _____ | 16. Description of the Educational Alternative
and Mapping of
Alternative for Students Not
Attending the Trip Attached: <input type="checkbox"/> |
| 5. Student Contribution: \$ _____ | 17. Description of the Process that will be
used to Determine Student Eligibility
Attached: <input type="checkbox"/> |
| 6. # of Days Out of School: _____ | 18. Cafeteria Notified: <input type="checkbox"/> |
| 7. Itinerary Attached: <input type="checkbox"/> | 19. Transportation Request
Submitted to Bus Contractor: <input type="checkbox"/> |
| 8. Parental Permission form Submitted: <input type="checkbox"/> | 20. Transportation Arrangements
Attached: <input type="checkbox"/> |
| 9. Special Accommodations needed for
504/Special Ed. Requirements: <input type="checkbox"/> | |
| 10. School Nurse Notified: <input type="checkbox"/> | |
| 11. Meals and Lodging Arrangements
Attached: <input type="checkbox"/> | |
| 12. List of Chaperones Submitted: <input type="checkbox"/> | |