

WESTFORD PUBLIC SCHOOLS
Office of the Director of 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: _____ Time of Departure: _____ Return Time: _____

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 Curriculum and Instruction for approval.

2. Approved: _____ Date: _____

Assistant Superintendent for Curriculum and Instruction

Not Approved: _____ Date: _____

Assistant Superintendent for 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.

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| 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"/> | |