

**APPENDIX A**  
Rockford Area Schools – ISD 883  
**SINGLE-DAY FIELD TRIP APPLICATION**

An **INSTRUCTIONAL** field trip is taken during one school day, requires student participation and relates directly to a course of study. Fees cannot be assessed against students. Approval: Principal.

An **ENRICHMENT** field trip is taken during one school day, is voluntary for students and enriches a course of study. Financial contributions from students may be requested. Approval: Principal.

A **SUPPLEMENTARY** field trip usually takes place outside one regular school day, is voluntary for students, and may include outside activities/programs, clubs, community education and other special interest activities. Financial contributions from students may be requested. Approval: Activities Director, Program Advisor, Principal, and School Board.

School: \_\_\_\_\_

Group/Class: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Teacher(s)/Advisor(s) Submitting Request: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_ Miles Round Trip: \_\_\_\_\_

Educational Goal or Objective: \_\_\_\_\_

Alternative Activity for Non-participating Students: \_\_\_\_\_

**TIME**

Date of Trip: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Return: \_\_\_\_\_

**HEALTH & SAFETY**

How many school personnel will accompany the group? \_\_\_\_\_

How many non-school adult chaperones will accompany the group? \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? \_\_\_\_\_

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans: \_\_\_\_\_ N/A: \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_  
(Name of Service; attach contract)

**COST:**

Cost per student: \_\_\_\_\_ Source of funds: \_\_\_\_\_

**CHECKLIST FOR PLANNING SINGLE-DAY FIELD TRIPS**

- Obtain parent/guardian authorization
- Plan to provide an adequate number of volunteer adult chaperones, appropriate to the age level and needs of the students.
- Be aware that school policies pertaining to student behavior are enforced during field trips.
- Communicate with school personnel who may be affected by student absences:
  - Specialist     Health associate     Lunchroom personnel     Other classroom teachers
- Consult Policy 610 for detailed guidelines for field trips

**APPROVAL:**

Activities Director (if required) \_\_\_\_\_ Date: \_\_\_\_\_

Program Advisor (if required) \_\_\_\_\_ Date: \_\_\_\_\_

School Principal \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval:    Yes \_\_\_\_\_    No \_\_\_\_\_    Date \_\_\_\_\_

**Distribution:** Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy