APPENDIX B Rockford Area Schools – ISD 883 EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School:					
Group/Class:					
Teacher(s)/Advisor(s) submitting request:					
Estimated number of students participating:					
Destination:					
Education and/or activity objectives:					
Days absent:	ays absent: When school is in session:				
	Non-school days/vacation time:				
Estimated cost per student:					
Source of fundin	g: Student:	_ District:	Other:		
APPROVAL: Preliminary appr	oval requires the following sig	natures.			
School Principal:			Date:		
Superintendent (or designee):			Date:		
Final Approva	I should be submitted to th	he Superintendent no	o later than:		

STEP Two: Preliminary Trip Planning

- □ Consult Policy 610 Field Trips for detailed guidelines for trip planning and preparation.
- □ Meet with parents and students to determine interest.
- □ Ensure that reasonable accommodations are made for students with disabilities.
- □ Prepare and submit the FINAL APPROVAL form and submit to the building principal.
 - o **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
 - o Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

- □ Submit FINAL APPROVAL form.
- □ Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
- □ FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

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