

**AUBURN PUBLIC SCHOOLS - FIELD TRIP REQUEST FORM**

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

Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**RE: FIELD TRIP PROPOSAL**

Title of Field Trip: \_\_\_\_\_

Class or Grade Participating: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Date(s): \_\_\_\_\_

Times: Leave at: \_\_\_\_\_

Return at: \_\_\_\_\_

Place: \_\_\_\_\_

This field trip will accomplish curriculum enhancement in the following areas (please check all that apply):

- Mathematics**                       **Science**                       **English Language Arts**
- History/Social Studies**                       **Physical Education**                       **The Arts**
- Technology**                       **Other (please explain on the reverse side)**



Please list the specific standards this trip will address:

Curriculum Area/Standard: \_\_\_\_\_

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Please note both pre and post trip activities that will be conducted to ensure curriculum integration:

Pre-trip Activities: \_\_\_\_\_

Post-trip Activities: \_\_\_\_\_

Signature of the building principal signifies his/her approval of the trip and its integration into the curriculum. This form must be completed in its entirety, along with the initials of the building nurse.

Principal's Signature \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

[  ] School Nurse please initial that you have reviewed medical needs and determined no nurse coverage is needed.

[  ] School Nurse please initial that you have reviewed medical needs and appropriate delegation and training will be provided to identified staff for medications or treatments.

[  ] School Nurse please initial that you have reviewed medical needs. Lead nurse is aware and coordinating coverage.

\_\_\_\_\_ Date: \_\_\_\_\_  
School Committee Chairperson for overnight and out-of-state day trips

Cost of Trip: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Transportation by: \_\_\_\_\_

Name of Carrier: \_\_\_\_\_

Adults participating (min. **10-1** ratio required; **4-1** at Elementary level): \_\_\_\_\_

All Chaperones have been CORI checked:

***\*Form must be approved by the Superintendent (and School Committee for out-of-state field trips only) AT LEAST FOUR weeks prior to the event. Please attach a copy of the notice to parents, permission slip and any other pertinent accompanying documentation.***

**Cancellation Policy:** The Superintendent reserves the right to cancel an approved field trip up until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.