

WINDHAM PUBLIC SCHOOLS STUDENT EDUCATIONAL TRIP APPLICATION

Policy #6153
Form #1

School: _____

Destination Name: _____

Street _____ City _____ State _____

Date of departure: _____ Time of departure: _____

Date of return: _____ Time of return: _____

Method of transportation (include name of company): _____

Grade(s): _____ Number of students: _____ Number of chaperones: _____

Educational Objectives: _____

Cost to school system (including busing & substitutes): _____ Cost to student: _____

Funding Source: School Budget Code _____

Grant Name & Budget Code _____

Other (Explanation & Code if applicable) _____

Names of Teachers/Staff Attending (Please Print)
(If additional space is needed, please use back of sheet)

Substitute Required?

Substitute Cost Paid By?

Yes No
 Yes No
 Yes No
 Yes No

Cafeteria Information: you must submit information requested below to the cafeteria no later than Monday morning the week before the trip so food orders can be adjusted accordingly.

YES, Lunches are requested

NO, Lunches are not requested

You must attach a list of student names and ID#s for all students attending

Signatures:

Staff member in charge: _____ Date: _____

Department head: _____ Date: _____

Principal/designee: _____ Date: _____

Signature indicates that principal/designee has verified that sufficient funding is allocated for this trip. Verification form must be submitted 10 school days prior to trip date.

Superintendent/designee: _____ Date: _____

Board of Education Approval Date (for overnight and out of state/country trips): _____

Note: Educational field trips – minimum application deadlines for approval:

1. Applications for one-day trips must be made at least two weeks in advance through the principal’s office;
2. Applications for overnight trips must be made at least six weeks in advance through the principal’s office;
3. Applications for foreign travel must be made at least ten weeks in advance through the principal’s office;
4. Cancellation or rescheduling of trips must be made at least one week in advance through the principal’s office after checking with the bus company

Parental permits for all pupils making the trip must be received by the chaperones prior to trip and must be brought on the trip and saved for 2 weeks after you return.

If transportation is by private vehicle, the individual staff member’s insurance is primary and the Board of Education insurance is secondary.

cc: School Nurse Cafeteria

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