

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information				
Name of School		Date of Request	Date of Field Trip	
Coordinator				
Coordinator Contact Info	Phone: Email:	Total Number of Students	Departure Time	Return Time
Grade Level(s)				
Destination <i>Please identify that place AND the specific location and address for the trip.</i>	Location and Duration			
	<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state – within MA <input type="checkbox"/> Out of state – travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip			

II. Learning and Accessibility	
Instructional Alignment	Accessibility and Inclusion for All Students
<input type="checkbox"/> Alignment: The trip is aligned to standards <input type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<input type="checkbox"/> I understand district policy that all students have access to field trips <input type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the roster of students been shared and any medical concerns reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will an on-site nurse be needed for this field trip? <input type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature:		Date:

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the students be eating lunch at the school on the date(s) of the trip? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting any bag lunches or other food for this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No How many? _____
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
If SPS Bus needed, please specify the following information:	Pick Up Time: Pick Up Location:	Return Time: Return Location:

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)		
Will any parents or volunteers be participating in this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will any have "direct and unmonitored contact" with students? <input type="checkbox"/> Yes <input type="checkbox"/> No	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature:	Date: