

**Jefferson County Board of Education
Overnight Field Trip Approval Form**

This form is to be used for approval of all overnight field trips. Please attaché a professional leave request form for each teacher who will need a substitute.

School _____

Group (grade, subject, organization) _____

Number of Students _____ **Number of Adults** _____

Event and Description _____

Departure Date _____ **Day of the Week** _____ **Time** _____

Return Date _____ **Day of the Week** _____ **Time** _____

Transportation:

Provided by Parents _____ Arrangements Made by the School _____

If school will arrange transportation, indicate type of vehicle:

School Bus Commercial Carrier Private Vehicle

If private vehicle, school employee who made arrangements has informed drivers of their person liability

List names of adults who will supervise students on the trip. Place a check beside drivers of private vehicles. Attach additional list if necessary:

School Employees	Drivers		Adult Volunteers	Drivers

List ratio of sponsors to students (minimum of 1:15) _____

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Cost per pupil: Admission _____ Transportation _____ Other _____

How will these costs be defrayed? _____

Statement of rules and disciplinary consequences attached? Yes

Detailed itinerary, including daily curfew must be attached.

Will chaperones room with students? Yes No If no, why not? _____

Purpose of trip (related to curriculum or program objectives) _____

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TEACHERS REQUESTING TRIP – SUBMIT TO PRINCIPAL FIFTEEN (15) WORK DAYS PRIOR TO TRIP.

Requested by _____ Date submitted to principal _____

Have you made arrangements for students with special needs (lift bus, feeding, toileting, etc.) Yes None needed

Will you file parent permission slips before departing? Yes

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PRINCIPAL – FORWARD ALL COPIES TO DIRECTOR OF SCHOOLS TEN (10) WORK DAYS PRIOR TO TRIP.

APPROVED BY _____ DATE APPROVED _____

Is substitute teacher needed? Yes No If yes, how many? _____

How many days each? _____

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DIRECTOR OF SCHOOLS – OVERNIGHT REQUEST FOR BOARD ACTION

APPROVED _____ DATE APPROVED _____