

Approval to Plan a Field Trip

Planning Overnight, Wilderness, and International Field trips

This form is to be submitted by the teacher for approval by the principal before involving staff, parents/guardians, and students in the field trip plans.

Type of field trip – Check **all** that apply

- Overnight – Any school-sponsored academic activity within the continental United States lasting one or more nights.
- Wilderness – Any school-sponsored activity that includes a trip involving especially hazardous activities and/or travel to a wilderness area inside (example _ Forest Park) or outside the Portland metropolitan area.
- International – Any school-sponsored academic activity that takes students beyond the borders of the continental United States (Alaska or Hawaii) or to any other country, including Canada and Mexico.

School _____

Teacher initiating proposal _____

Class or classes _____

Tentative number of students _____

Proposed dates of field trip _____

Proposed destination _____

<p><i>Please select one –</i></p> <p>THIS FIELD TRIP IS: Required <input type="checkbox"/> Optional <input type="checkbox"/></p>

Educational Purpose of the trip:

General description/proposal (Attach additional pages as needed):

Include anticipated special needs, hazards, and/or concerns, and plans to address those items. Review the categories on the Field Trip Request Form for additional considerations:

Signature: Principal _____

Date _____

Signature: Regional Administrator _____

Date _____

Once this form is approved by the principal, please complete the Field Trip Request Form and return both signed forms along with a sample copy from the first page of the parent permission form, to the Office of Schools/BESC.