



APPROVAL TO PLAN A FIELD TRIP

Planning Overnight, Wilderness, and International Field Trips

This form must be submitted by the teacher for pre-approval to 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, water activities, rope courses, etc. (for example Forest Park)
- ☐ **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

☐ **Amusement Park**

This trip is: ☐ **Required** ☐ **Optional**

School(s): _____

Trip Leader: _____

Department/Class/Team: _____

Tentative Number of Students: _____

Proposed Dates of Field Trip: _____

Proposed Destination: _____

Educational Objectives:

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:

General Description/Proposal: (attach additional pages as needed) _____

Principal:

Print Name: _____ **Signature:** _____ **Date:** _____

Reg Superintendent (required for overnight & international trips)

Print Name: _____ **Signature:** _____ **Date:** _____

Once this form is approved by the Principal, please complete the Field Trip Request Form packet and return signed forms along with a sample copy of the parent permission form Risk Management at riskcomp@pps.net