

Extended-Stay – Activity Trip Request

Directions/Explanation for the request:

- 1) Any and all forms must be filled out and turned in 4-6 weeks in advance.
- 2) The form must have the proper signatures.
- 3) The names of the chaperones must be listed on the itinerary. Chaperones must have a background check prior to the trip. Background check forms are located in the District Office.
- 4) Parent permission slips need to be collected from each student by the field trip's organizer/requestor/group leader. These are to be turned in to the building administrator prior to the date of the trip.

If a school vehicle is used for your Extended-Stay Trip:

- 5) You need to check the availability of the school vehicle with the district office and reserve the vehicle; contingent upon the approval of your request.
- 6) The request must be an approved scheduled event by an administrator (principal, athletic director or activities director). After the approval process; the transportation secretary will place this event on the school calendar.



ATTENTION

Students cannot be transported in your own or anyone's personal vehicle unless it is properly registered, insured and DOT inspected*.

*Per MN Stat. § 169.454

Minnesota Department of Public Safety
Sgt. Chad Dauffenbach, Office of Pupil Transportation
Minnesota State Patrol; Phone (507) 430-0791

Ethan Hofschulte, Commercial Vehicle Inspector
Minnesota State Patrol; Phone (507) 450-1511

Belinda Selfors, Superintendent/Director of Transportation Phone (507) 533-1438
Cathy Conger, Transportation Secretary Phone (507) 533-1569

**Extended-Stay – Activity Trip Request Form
on other side >>>**

Extended-Stay – Activity Trip Request

Submit 4-6 Weeks in advance.

MSHSL exceptions will be reviewed as needed (example: State Entries)

Name of person making the request: _____ Date: _____

Name of class, sport or organization for trip: _____

Final destination: _____

Dates of field trip: _____ Total number of school-days missed: _____

Number of students going: _____ Number of chaperones going: _____

Mode of transportation: School bus School Vehicle Other

- If a school vehicle is used, the request must be an approved scheduled event by an administrator.
- If a school vehicle is not used, please explain transportation that will be used.

Estimated cost of field trip: _____ (include transportation, fees, sub pay, etc)

How will the cost of trip be funded: _____ Student cost (if any): _____

Justification for field trip: _____

**You must present any extended-stay activity trip request at a school board meeting.
 Provide & attach an itinerary for the trip and include the names of the chaperones.
 Obtain permission slips from students and
 submit them to building principal prior to the date of the trip.**



 Athletic/Activities Director

Request: _____ Granted _____ Denied _____

Denied Reason: _____

 Building Principal

Request: _____ Granted _____ Denied _____

Denied Reason: _____

 Superintendent

Request: _____ Granted _____ Denied _____

Denied Reason: _____

Date to present to the School Board: _____
 Board Secretary will email this info to requestor and administrator.

 School Board Designee
 Stewartville Board of Education

Request: _____ Granted _____ Denied _____

Denied Reason: _____

District Office Use Only	<input type="checkbox"/> Original on file	<input type="checkbox"/> Copy to Requestor
		<input type="checkbox"/> Copy to District Administrative Asst.

Upon approval, requestor will notify:
 Health Office Food Service Office Other _____