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Dover-Eyota Public Schools
**STUDENT TRAVEL OUTSIDE THE SCHOOL DISTRICT
REQUEST FORM**

Version 8-16-2016

**SEE POLICY 610
FOR RULES ON
TRAVEL
REQUESTS**

School Group Making Request

Principal Person in Charge

Curricular Trip Supplementary Trip Co-Curricular Trip Extended Trips

(Curricular enhance curriculum and are funded by field trip or supply money. Supplementary are not part of the curriculum and are funded by individual students. Co-curricular are over and above regular sporting events. Extended involve more than one overnight and international trips.)

1. Destination
2. Dates of trip
3. **No trips can conflict with state assessments.** This trip does NOT conflict with state assessments listed on the district calendar.
4. Number of school days/hours missed
5. Number of students
6. Grade levels or classes included
7. Supervision – *(The Board requires one adult for 1-12 students, 2 adults for 13-30 students, and one adult for every 20 students thereafter. However, the building principal has the discretionary right to increase or decrease the number of chaperones required depending on the circumstances.)*
 - a) Staff accompanying
 - b) Other adults accompanying
7. Prior to the trip, written permission of parents of all students will be obtained: Yes No
8. Prior to the trip, parents must be informed of the following:

a) nature of the trip	Yes
b) names of adult sponsors	Yes
c) emergency telephone number	Yes
d) mode of transportation	Yes
e) transportation waiver, if appropriate	Yes
f) amount of spending money a child may need ...	Yes
g) itinerary	Yes
9. Describe the nature and objectives of the trip:
10. Transportation information – How will students be transported?
 - a) If by bus, provide name of bus company:
 - b) If by plane, provide name of airline:
 - c) If by school district vehicles, provide number of vehicles:
 - d) If by private vehicles, provide names of responsible adult drivers:

Advise Food Service the number of students to be absent!!

e) Other:

f) Check here if the school district is not responsible for transportation:

11. Alternatives for students (does not apply to co-curricular trips): If this is a curricular trip, have appropriate educational alternatives that achieve the same objectives been provided for those students whose parents do not wish them to participate?

Yes No

Describe alternative:

If this is a supplementary trip, have alternatives been provided should a student be unable to attend?

Yes No

Describe alternative:

12. Cost factors:

a) Trip funded by
School account:

Individual:

→ b) Cost per person (*breakdown by transportation, lodging, etc.*):
(Costs for a basic field trip should be borne by the school district and equivalent educational alternatives provided under teacher supervision. Costs for supplementary trips should be equally distributed among the participants for curricular supplementary trips.)

c) What provision has been made for students where money is a problem?

d) For trips costing in excess of \$400 per person, what efforts have been made to acquire the most effective price?

13. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs? Yes No

14. What kind of activities will students participate in prior to the event to prepare them for the trip? What kind of post activities will students participate in to evaluate what they have learned from the trip?

Signature of Sponsor _____ Date _____

Signature of Principal _____ Date _____