

FIELD TRIP APPROVAL PROCEDURES

	Walking Field Trips/ Bus Trips In District	Out-of-District Trips	Out-of-State Trips/ Overnight Trips
Examples	<ol style="list-style-type: none"> 1) Walking to the museum. 2) Picking blackberries. 3) Bus trip to another school within district to see a play. 	<ol style="list-style-type: none"> 1) Seeing a play in Seattle. 2) Viewing eagles on the Skagit. 	<ol style="list-style-type: none"> 1) State Mock Trial. 2) CWP trip to Oregon. 3) Urban Plunge in Seattle.
Time Line for Forms	In advance of trip.	At least seven days prior to trip.	Three weeks prior to trip.
Permission Slips	Blanket permission slips. Parent notification before each outing.	Parent permission slips with: <ol style="list-style-type: none"> 1) Purpose 2) Supervision Plan 3) Number of Students/Adults 4) Itinerary 5) Cost 6) Student Costs 	Parent permission slips with: <ol style="list-style-type: none"> 1) Purpose 2) Supervision Plan 3) Number of Students/Adults 4) Itinerary 5) Cost 6) Student Costs 7) Housing Plans
Field Trip Authorization Request Form	<ol style="list-style-type: none"> 1) Approved by Principal. 2) No copies to District Office. 	<ol style="list-style-type: none"> 1) Approved by Principal. 2) Pink copy to District Office. 	<ol style="list-style-type: none"> 1) Approved by Principal. 2) Original with copies attached to District Office. 3) Superintendent signs after School Board approval. 4) White and Canary copies returned to building secretary.
Request for Transportation or District Motor Pool Request	<p>If bus is needed:</p> <ol style="list-style-type: none"> 1) Call Diana Post (732-4040) 2 weeks prior to trip to see if bus/van will be available. 2) Fill out Request for Transportation. 	<ol style="list-style-type: none"> 1) Call Diana Post (732-4040) 2 weeks prior to trip to see if bus/van will be available. 2) Fill out Request for Transportation. 	<ol style="list-style-type: none"> 1) Call Diana Post (732-4040) to see if bus/van will be available. 2) Fill out Request for Transportation.
Substitute Request	If substitute needed.	If substitute needed.	If substitute needed.
Food Service	Notify Food Service at 379-4518	Notify Food Service at 379-4518	Notify Food Service at 379-4518