

DARTMOUTH PUBLIC SCHOOLS
DISTRICT FIELD TRIP REQUEST FORM

According to the Dartmouth School Committee Policy IJOA, field trips “are intended to introduce, culminate and/or enrich student studies of specific curricular areas being studied.” All field trips require the recommendation of the Building Principal and the prior approval of the Assistant Superintendent.

DIRECTIONS:

Teachers should complete both sides of this field trip request form, and submit it to the Building Principal one month prior to date of the activity. The Building Principal will review the request, and if approved, will sign and forward it to the Superintendent or his/her designee for final approval. The Central Office will send notification of approval to the Building Principal.

RELATIONSHIP TO THE MISSION:

How will this request support the district mission? “The mission of the Dartmouth Public Schools is to provide a quality education for all learners.”

RELATIONSHIP TO THE VISION:

How will this request support the district vision? “The Dartmouth Public School District, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems, and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.”

CURRICULUM STANDARDS ADDRESSED:

What standards will this field trip address?

STANDARD	BRIEF DESCRIPTION

DARTMOUTH PUBLIC SCHOOLS
DISTRICT FIELD TRIP REQUEST FORM

Teacher: _____ Grade Level: _____ Today's Date: _____

Field Trip Description: _____

Field Trip Destination/Address: _____

Date of Field Trip: _____ Pick Up Time: _____ Pick Up Location: _____

Number of: _____ Buses _____ Students _____ Teachers _____ Chaperones (1 to 10)

Anticipated Arrival Time to Destination: _____ (due to Performance/Scheduled Event)

Check **ONE** of these options:

- The bus is required to remain at the destination (Bus Company: _____)
- The bus may drop off and return for departure

Time of Departure from Destination: _____ Anticipated Return Time to School: _____

COSTS ASSOCIATED WITH THE FIELD TRIP

Admission cost per Student: _____ Admission cost per Adult: _____

Lunch cost: _____

Cost per Bus: _____ Anticipated Total Transportation Cost: _____

Source of Revenue:

School Department (Fund Code) \$ _____

PTO – Anticipated Amount \$ _____

Other: _____ \$ _____

Final student cost (with revenue offset): _____

The teacher certifies compliance to the following statements by initialing each section:

1. Permission slips will be secured for each student _____
2. Participating students have insurance or waiver on file with the Office _____
3. Teacher/designee will have a medical release form for each participating student _____

****NOTE: Trips which extend greater than 24 hours in duration (overnights) require the recommendation of the Building Principal and prior approval by the Superintendent. All necessary paperwork must be submitted 60 days prior to the excursion and must have a memo which outlines the trip and appropriate signatures from Superintendent and School Committee chairperson.***

Lead Teacher's Signature (DHS only)		Date:
Associate Principal's Signature (DHS only)		Date:
Principal's Signature or (Designee)		Date:
Assistant Superintendent's Signature		Date:

DARTMOUTH PUBLIC SCHOOLS
DISTRICT FIELD TRIP REQUEST FORM
Additional form for Excursions

*These are trips which extend greater than
twenty-four (24) hours in duration (overnights).*

To:

Superintendent of Schools	
School Committee Chairperson	
Building Principal	

From:

RE:

Date:

Trip outline:

Lead Teacher/Director	
Building Principal	
Superintendent	
School Committee Chairperson	