

Name of Head Teacher or Club
Advisor: _____

**School District of Janesville
Janesville, Wisconsin**

Copy on
Green Paper

FIELD TRIP REQUEST

School _____ Grade(s) or Group _____ Check One: Class Club

Field Trip to* _____

Trip Date(s) _____ Departure Time: _____ Return Time: _____ (Make sure to identify AM or PM)

City / State _____ Transported By _____

Number of Students Participating _____ Cost Per Student _____

Number of Adults Participating _____ Number of Adult Non-Staff Participating _____

Sub Needed: Yes _____ (All Day _____ Half Day _____) No _____ **Sub Approved:** Yes _____ No _____

How does this field trip extend, supplement or enhance your instructional program? _____

High School Only: If this is a community service, school sponsored, and school supervised activity; fill out the "School Sponsored Community Activities" form.

If more than one teacher is accompanying students, each teacher's name must be listed.

Unit or Team Leader/Instructional Manager

Date

If there are children who are listed on the confidential health list participating, have appropriate arrangements been made for special needs? Yes _____ No _____

Have arrangements been made for children requiring medication? Please initial indicating Yes _____

Medications must be picked up in the office the day of the field trip. When you return, the person who dispensed medications to students needs to share the med log with the health aide/designee to be entered into Infinite Campus. (Parent volunteers are not permitted to dispense medications to children other than their own.)

The nurse's signature below indicates the nurse and the Unit or Team Leader/Instructional Manager have reviewed the confidential health list and health plans to determine which students will need scheduled and emergency medications on the field trip, and emergency medication training has taken place.

School Nurse Signature: _____

Date: _____

For trips to rural areas identify the nearest hospital or emergency help: _____

OBTAIN A FIRST AID KIT FROM THE HEALTH ROOM.

If meals will be ordered through Food Services or an offsite vendor have arrangements been made? Yes _____ No _____

If students will be away from school during the lunch period, please notify Food & Nutrition Services at least six working days prior to field trip so lunch ordering can be reduced for that day.

(Please note: Food Services requires at least six working days notice for an order. See Business Services Section of Admin. Handbook for Field Trip Lunch order form and for Notice of Absence from Lunch form.)

APPROVED BY*

Date

Date

Director of Admin. & Human Services
(Required only if field trip is outside of Rock, Dane, Walworth, or Waukesha Counties*)

NOTE: This request should be submitted to the building principal at least **TWO WEEKS IN ADVANCE** of the field trip so that approval of the field trip can be obtained and arrangements made for the substitute if one is needed. At the elementary level the student / adult chaperone ratio must be no greater than 10 to 1.

*Extended, Over-night Field Trips out of the State of Wisconsin must go through the SAC approval process per Board Policy 6730. If a field trip is extended, over-night and out of Wisconsin, fill out this form, have it signed by the building principal, include it with a completed SAC proposal and turn everything in to the Superintendent's Office.