

**APPENDIX B**  
 ISD 271 Bloomington, Minnesota  
**EXTENDED FIELD TRIP APPLICATION**  
**PRELIMINARY APPROVAL**

**An Extended Field Trip is one that exceeds one night or more.** Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School \_\_\_\_\_

Group/Class \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request \_\_\_\_\_

Estimated number of students participating \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_

Education and/or activity objectives \_\_\_\_\_

Dates of the trip \_\_\_\_\_

Days absent: When school is in session \_\_\_\_\_

Non-school days/vacation time \_\_\_\_\_

Estimated cost per student \_\_\_\_\_

Source of funding      Student \_\_\_\_\_      District \_\_\_\_\_      Other \_\_\_\_\_

**APPROVAL**

Preliminary approval requires the following signatures:

School Principal \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (or designee) \_\_\_\_\_ Date \_\_\_\_\_

**Final Approval should be submitted to the Assistant Superintendent no later than \_\_\_\_\_**

**STEP Two: Preliminary Trip Planning**

- Consult Policy/Regulation 610: Field Trips for detailed guidelines for trip planning and preparation.
- Meet with parents and students to determine interest.
- Ensure that reasonable accommodations are made for students with disabilities.
- Prepare and submit the FINAL APPROVAL form and submit to the building principal.
  - **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
  - Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

**STEP Three: Secure FINAL APPROVAL**

- Submit FINAL APPROVAL form.
- Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
- FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

**Distribution:** Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy **610-PA 05/11**