

## KPBSD FIELD TRIP INFORMATION FORM

### DEFINITIONS AND TIMELINES

Routine:	These trips are one day or less and require PRIOR approval by local administrator. A completed copy of this form for each routine field trip, approved by the site administrator, shall be on file in the site administrator's office.
Extended In-State:	These trips last two or more days and involve overnight accommodations. They require thirty days PRIOR approval by the site administrator. A completed copy of this form for each extended in-state field trip, approved by the site administrator, shall be on file in the site administrator's office. Two weeks after each quarter, site administrators must send a list of approved extended in-state field trips taken that quarter to the assistant superintendent.
Extended Out-of-State or International:	These trips require approval by the site administrator, Executive Director of Finance and Assistant Superintendent. <a href="#">E6153(a) Preliminary Field Trip Preparation form</a> needs approval a minimum of 10 months (out of state) or 18 months (international) prior to departure. This completed form along with <a href="#">E6153(d) Verification of Field Trip Information</a> , <a href="#">E6153(e) Field Trip Questionnaire</a> and appropriate attachments shall be sent to the Assistant Superintendent.  <b>A follow-up report will be submitted to the Assistant Superintendent two weeks after return from extended out-of-state or international field trips.</b>

Type of Trip (Check One)       Routine       Extended In-State       Extended/Out-of-State/International

**Trip Information**

School:	<input style="width: 95%;" type="text"/>	Destination:	<input style="width: 95%;" type="text"/>
Organizer:	<input style="width: 95%;" type="text"/>	Trip Dates:	<input style="width: 95%;" type="text"/>
Grade/Class:	<input style="width: 95%;" type="text"/>	No. School Days Missed:	<input style="width: 95%;" type="text"/>
No. Students:	<input style="width: 95%;" type="text"/>	Departure Time:	<input style="width: 95%;" type="text"/>
		Return Time:	<input style="width: 95%;" type="text"/>
Additional Teachers, Chaperones ( <b>must have a background check.</b> ):		<input style="width: 95%;" type="text"/>	

**Travel Information and Expenses (Check each that Applies)**

<input type="checkbox"/> District Bus	<input type="checkbox"/> Aircraft (see <a href="#">AR 6153 School Sponsored trips</a> )	<input type="checkbox"/> Marine Vessels (see <a href="#">AR 6153 School Sponsored trips</a> )
<input type="checkbox"/> Private Auto (complete <a href="#">E 3541.1a School Driver Registration Form</a> & <a href="#">E3541.1b Private Vehicle Transport Safety Check</a> )		<input type="checkbox"/> Other:

Describe the purpose of the field trip:

Briefly describe trip planning, preparations and precautions. For extended field trips attach appropriate documents, as required:

Describe any extenuating circumstances of which the District administration should be aware:

Total Expenses:	<input style="width: 95%;" type="text"/>	Expenses per Student:	<input style="width: 95%;" type="text"/>
Source(s) of funds:	<input style="width: 95%;" type="text"/>		
Completed by:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Administrator Approval:	_____		Date: _____

