

Rutherford County Schools
Off-Campus Trip Approval Form
Please print or type

This form is to be used for approval of all off-campus student field trips, excursions, competitions and performances.
Off-campus student field trips that are within normal school hours and not over 150 miles, but out of state need central office approval.
Off-campus student field trips that are held within normal school hours (same day), not over 150 miles, are approved at the school level.

Are students missing class for this trip? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please complete page 2 as well.

Teacher's Full Name \_\_\_\_\_ School \_\_\_\_\_

Overnight trip? Yes \_\_\_\_\_ No \_\_\_\_\_

Group (grade, subject, organization) \_\_\_\_\_

No. Students \_\_\_\_\_ No. Adults \_\_\_\_\_

Event/Destination \_\_\_\_\_

Departure: Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Time \_\_\_\_\_ m.

Return: Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Time \_\_\_\_\_ m.

Mode of transportation (if by school bus, include bus number, driver's name, and his/her phone number) \_\_\_\_\_

Cost: (per pupil) \$ \_\_\_\_\_ Additional costs \$ \_\_\_\_\_ Specify the number of students receiving free or reduced meals who are eligible to participate in this field trip, excursion, competition, or performance and the source of funds that will pay for them. If any portion of this trip occurs during the school day and is curriculum related, no student who chooses to not pay can be excluded from the trip unless it is a club trip. Your funding plan must also include funding for these students.

Plans for students not making the trip? \_\_\_\_\_

Purpose of trip (related to curriculum or program objective) \_\_\_\_\_

How will you prepare students and evaluate achievement of objective? \_\_\_\_\_

Teacher Requesting Trip

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Principal

Approved by: \_\_\_\_\_ date approved: \_\_\_\_\_

Coordinator/Supervisor

Approved by: \_\_\_\_\_ date approved: \_\_\_\_\_

Assistant Superintendent of Instruction

Approved by: \_\_\_\_\_ date approved: \_\_\_\_\_

Purchasing Agent

Date received: \_\_\_\_\_ itinerary received for bid: \_\_\_\_\_

Staff Attorney

Approved by: \_\_\_\_\_ date approved: \_\_\_\_\_

Superintendent/Designee

Approved by: \_\_\_\_\_ date approved: \_\_\_\_\_

Please attach a copy of the following:

- 1. Parental Permission Letter (include items listed in Policy 4.302)
2. Travel Itinerary

NOTE: Approval forms for field trips must be submitted to the Central Office a minimum of twenty (20) working days prior to trip. Approval forms for excursions must be submitted to the Central Office a minimum of twenty (20) working days prior to trip. Any trip/excursion that must be let for bid must be submitted for approval sixty (60) working days prior to trip.

\* Up to \$9,999.00 cumulative requires three quotes on file at the school

\* \$10,000.00 cumulative requires advertised bids and board approval

The following considerations need to be addressed after approval of trip by Central Office:

Have you made arrangements for students with special needs? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you made arrangements for students taking medication? Yes \_\_\_\_\_ No \_\_\_\_\_

Parent permission slips/letters completed? Yes \_\_\_\_\_ No \_\_\_\_\_ and on file in \_\_\_\_\_

Emergency/Medical release forms completed? Yes \_\_\_\_\_ No \_\_\_\_\_ and on file in \_\_\_\_\_

Notification of lunchroom or other affected personnel? Yes \_\_\_\_\_ No \_\_\_\_\_

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**This should be completed only if students will be out of class.**

1. What is the purpose of this trip? Check and explain.

- Academic \_\_\_\_\_
- Competition \_\_\_\_\_
- Performance \_\_\_\_\_
- Athletics \_\_\_\_\_
- Conventions/Conferences \_\_\_\_\_
- Other \_\_\_\_\_

2. How many times have you requested a field trip this year that requires students to be out of school? \_\_\_\_\_

3. How many total class periods are students missing? \_\_\_\_\_

4. How will you ensure students complete missed assignment(s)? \_\_\_\_\_

5. How will you notify your faculty of your upcoming field trip? \_\_\_\_\_