

JEROME SCHOOL DISTRICT #261

FIELD TRIP REQUEST FORM

IMPORTANT: ALL trip requests MUST BE submitted to Administration 10 SCHOOL DAYS prior to the date of the trip.
Form must be copied and submitted to District Business Office by building Administration following review.

SCHOOL: _____
TEACHER: _____
GROUP: _____
NUMBER OF STUDENTS: _____
NUMBER OF ADULTS: _____

TODAY'S DATE: _____

DATE OF TRIP: _____

BEGIN LOADING PASSENGERS: _____ A.M. P.M.
DEPART FOR DESTINATION: _____ A.M. P.M.
ARRIVE AT DESTINATION: _____ A.M. P.M.
DEPART FROM DESTINATION TO
SCHOOL OR ORIGINAL SITE: _____ A.M. P.M.
ARRIVE BACK AT SCHOOL OR
ORIGINAL SITE: _____ A.M. P.M.

DRIVER: STAY WITH BUS

DRIVER: DROP OFF & RETURN

DESCRIPTION OF TRIP: (INCLUDE EXTRA STOPS, TIMES, ETC.) _____

PURPOSE OF TRIP: (CONTRIBUTIONS TO THE TOTAL EDUCATIONAL PROGRAM) _____

CONTENT STANDARDS REFERENCE NUMBER: _____ RELEVANT CURRICULUM ATTACHED

Field Trip Tracking Determination

(Please indicate answers to each question)

- | | | | | |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Does any portion of the trip extend 100 miles beyond Idaho's boarder? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Does any portion of the trip occur outside the school week or calendar year? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Does any portion of the trip require an overnight stay? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip competitive? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip under the jurisdiction and sponsorship of IHSAA? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip considered an out-of-community student performance? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip considered an award? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip considered a recreation event (excluding Lifetime Sports)? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip considered a social event? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Is any portion of the trip considered club affiliated? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Will the entire school attend during a single event?
(e.g., testing, movie, stage play or performance, Lagoon, etc.) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Will the student's (classroom) grade be affected? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Will everyone in the class have an opportunity to participate? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Will the trip be taken in a yellow school bus(es)? |

Reimbursable

Non-Reimbursable

Bus # _____ Total Miles: _____

Teacher Signature

Administrator Signature

Supervisor of Transportation Signature

Approve Deny

Funding Source Code: _____

Field Trip Mileage Tracking Determination

