

ICSD Field Trip Request Form

INSTRUCTIONS: Please complete this form in full for any field trip that is ICSD-sponsored. Forms should be submitted two weeks in advance. Bus rentals are available from 9:30 AM - 12:30 PM Monday through Friday and all day on weekends and holidays. Refer to the ICSD Field Trip Guidance Document for questions about the approval process. Blanket permission slips may not be used, but permission slips that detail multiple trips may be used if specific locations and dates are included. Use the back as needed for explanations and other information.

PART I: FIELD TRIP INFORMATION (please type or print)

Requester _____ Grade(s)/Class _____ Date _____

ICSD School _____ Trip Name _____

Number of: STUDENTS _____ ADULTS _____ STAR SEATS/WHEELCHAIRS _____ ICSD BUSES _____

A/C required per IEP? YES _____ NO _____

Educational Rationale _____

Departure Location _____ Departure Date _____ Departure _____ Arrival _____

Return Location _____ Return Date _____ Return Departure Time _____

Destination Name & Address _____

Contact at Destination _____ Phone (____) _____

Cost of Trip _____ Funding for Trip (e.g., building, PTA, IPEI) _____

If this trip requires students to pay or poses an accessibility challenge, what is your plan for making it accessible for all students?

Additional Adults on Trip (add more on back)

Name _____ Cell Phone (____) _____

Name _____ Cell Phone (____) _____

Name _____ Cell Phone (____) _____

Nurse Review _____ Cafeteria Review _____
Signature Date (14 days' notice if lunch required) Signature Date

Check if applicable:

Overnight _____ Open Water _____ 50+ Miles _____ Release of Liability Required _____

Attach Water Safety Form

Attach permission form and inform all colleagues affected by this trip

PART II: BUILDING APPROVAL (to be completed by school principal)

Received _____ Approved _____ Denied _____ District Approval Required _____

Comments _____

Principal's Signature

PART III: DISTRICT APPROVAL (to be completed by central office administrator - only if required)

Received _____ Approved _____ Denied _____

Administrator's Signature