

BALTIMORE CITY PUBLIC SCHOOLS

**STUDENT DAY/EXTENDED STUDENT DAY/NON-SCHOOL DAY
EDUCATIONAL FIELD TRIP PROPOSAL FORM**

	Please check:
<input type="checkbox"/> In State	(Requires Principal's Approval)
<input type="checkbox"/> Extended Day	(Requires Principal's and Executive Director of School's Approval)
<input type="checkbox"/> Non School Day	(Requires Principal's and Executive Director of School's Approval)
<input type="checkbox"/> Out-of-State	(Requires Principal's and Executive Director of Schools' Approval)

Approvals are required at least 30 school days prior to the trip.

Today's Date: _____ Day/Date of Trip: _____

Teacher-in-Charge: _____ Chaperones: Teacher(s): _____

Other: _____

Time Departing: _____ Time Returning: _____ Destination: _____

Contact Person at Site to be Visited: _____ Phone: _____

Class or Group of Students _____ Number of Students: _____

Cost Per Pupil: \$ _____ Transportation Details: _____

Means of Financing:

Purpose and Relationship to Curriculum: _____

Pre-planning Activities with Students: _____

Follow-Up Activities: _____

<input type="checkbox"/> Coverage is necessary. Complete coverage information below:					
Class requiring coverage	Person Covering	No.	Class requiring coverage	Person Covering	No.

___ Approved ___ Not approved _____
Department Chair/Team Leader (Secondary only) Date

___ Approved ___ Not approved _____
Principal Date

Recommendations: _____

Signed: _____ Date: _____
Executive Director of Elementary/K-8
or Executive Director of Secondary Schools
(Extended Student Day/Non School Day/Out-of-State Field Trips Only)

Executive Director's approval is ___ is not ___ granted for the trip as described.