



Independent School District 152



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Extracurricular Activities Field Trip Request Form

Administrative Procedure: 610.3

Section: 600 EDUCATION PROGRAMS

Date Adopted: 6/12/2017

Date Revised: 08/29/2024

Date Reviewed: 08/29/2024

SECTION I

PRELIMINARY APPROVAL

Field trip request name: _____ Type of trip: Activity

Date of request: _____ School Board presentation date: _____

Please explain the value of the trip and how the trip is related to the activity: _____

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_ Trip destination:

_____ Date of trip

departure: _____ Return date: _____ Number of

school days involved: _____ Number of students involved: _____ Number of

coaches involved: _____

_____ Attached trip itinerary (activities planned, approximate timelines, accommodations,

transportation plans);

_____ Attached student roster;

_____ Attached are accommodation plans for any student with an IEP/504 plan;

"The mission of Moorhead Area Public Schools is to develop the maximum potential of every learner to thrive in a changing world."

_____ Attached are funding plans (trip anticipated expenses, approximate cost to the district, student's individual costs, and fundraising plans);

Authorization signature for athletic/activities director: _____

Authorization signature for building administrator: _____

Signature of Superintendent/assistant superintendent of teaching and learning: _____

Board approval date: _____

SECTION II

FINAL TRIP INFORMATION

This request form is to be received by the Superintendent/assistant superintendent of teaching and learning departure. (Failure to provide this assurance will result in immediate cancellation of the trip. (School Board Policy 610).

_____ 1. A roster of students going on the trip;

_____ 2. List of staff and adult chaperones going on the trip;

_____ 3. A detailed trip itinerary: transportation plans at the destination, hotel/motel accommodations, addresses, phone numbers, places and timelines of activities/events planned;

_____ 4. An accommodation plan for students with an IEP or 504 plan;

_____ 5. Trip expenses, district costs, fundraising, and cost of the trip for individual students;

_____ 6. List of emergency phone numbers where staff/chaperones can be reached in case of an emergency;

_____ 7. Transportation plans to and from the destination (company, flights, times, costs, schedule, chaperoning, and approved Administrative Procedure 610.1: Regular/Extended Day Field Trip Request Form if needed).

