



FIELD TRIP APPROVAL CHECKLIST

Before submitting your Field Trip Approval Form, did you remember to:

- ✓ Read the Students Field Trip Policy to ensure your trip meets the WPS criteria and all requirements have been met.
- ✓ Review the field trip with nursing staff to ensure trip protocol addresses health/medical needs of students, whether a nurse is need on the trip, or other medical care needs
- ✓ Consent and Liability Release form from field trip participants
- ✓ Obtain all necessary documentation from drivers if private vehicles have been approved for the trip, including:
 - Driver Verification Form,
 - Liability Release Form and
 - CORI (if not already on file), for each driver
- ✓ Review the Approval Criteria grid in the policy to ensure you are aware of which approvals are necessary, and then follow up to ensure form is on track for appropriate approvals.

Please submit the Approval Form at least 60 days prior to the scheduled date of trip (exceptions made for high school trips, where applicable) to ensure ample time to obtain the necessary signatures. As noted in policy, foreign field trips requiring School Committee approval must be received prior to the school year in which the trip is to take place.

Approval Criteria

The table below lists the terms used for trips of various lengths and the approval required. Note that out-of-state travel requires School Committee approval regardless of the trip length. In no case will a trip exceeding five school days be approved.

X - Approval is required by the indicated person.

Trip Length	Principal	C&I Director	Supt.	SC
Day – Within the School Day* Academic Non-Academic	X	X		
	X			
Extended – A visit extending beyond the school day but returning prior to midnight. Academic Non-Academic	X	X	X	
	X		X	
Overnight – A visit that involves overnight travel and/or an overnight stay. Academic Non-Academic	X	X	X	X
	X		X	X
Out of State – A visit that involves travel outside of Massachusetts, whether a day trip or an overnight trip. Academic Non-Academic	X	X	X	X
	X		X	X
Foreign – A visit to a foreign country. Academic Non-Academic	X	X	X	X
	X		X	X

* All field trips, longer than half of the school day, also require the approval of the Superintendent.