

Blaine School District Student Trip Request Form

Date Submitted to Principal _____
Teacher(s) _____ Grade or Group _____
School _____ Number of Students _____
Date(s) of Trip _____ Number of School Days _____
Destination _____

Indicate the type of trip and complete the list in the appropriate section. (add pages as needed)

- School Day/Sat/Sun (Non-Overnight) with no student activity on the water:** *Principal approval only*
- Parent permission slip – can be generic
 - # of Chaperones: _____ Unsupervised/Fingerprinted
 - Provide list of participating students to school nurse
 - Transportation: walk school bus other _____
 - Funding Source: _____

- Overnight and/or all trips with student activity on the water:** *Principal, school supervisor, and Board approval required*
- Letter to Principal outlining details, including finances and supervision plan.
(Letter should be presented at least two weeks - one month suggested - ahead of trip.)
 - Parent permission slip – must be trip-specific (attach copy)
 - # of Chaperones: _____ unsupervised/fingerprinted 1st Aid/CPR
 - Provide list of participating students to school nurse
 - Transportation: school bus water other _____
 - Housing: hotel _____ other _____
 - Funding source: _____
 - Costs to student (describe fundraising): _____

- Out-of-State and Multi-Night In-State:** *Principal, school supervisor, and Board approval required*
- Letter to Principal with concept for trip, including curricular rationale and general plans.
(Letter should be presented at least six months ahead of trip, when circumstances permit.)
 - Parent permission slip – must be trip-specific (attach copy)
 - # of Chaperones: _____ unsupervised/fingerprinted 1st Aid/CPR
 - Provide list of participating students to school nurse
 - Transportation: school bus water other _____
 - Housing: hotel _____ other _____
 - Funding source: _____
 - Costs to student (describe fundraising): _____

- Out-of-Country:** *Principal, school supervisor, and Board approval required*
- Letter to Principal with concept for trip, including curricular rationale and general plans.
(Letter should be presented at least six months ahead of trip, when circumstances permit.)
 - Parent permission slip – must be trip-specific (attach copy)
 - # of Chaperones: _____ unsupervised/fingerprinted 1st Aid/CPR
 - Provide list of participating students to school nurse
 - Transportation: school bus water other _____
 - Housing: hotel _____ other _____
 - Funding source: _____
 - Costs to student (describe fundraising): _____

In order to receive board approval, request forms must be submitted for review 60 days in advance.

Principal/Vice Principal Signature: _____ Date: _____

Superintendent Signature: _____ Board Approval Date: _____