

PITTSFORD CENTRAL SCHOOL DISTRICT
Elementary Preliminary Day Field Trip Request

Instructions:

Complete and submit to your building principal at least one month in advance. See your building principal for exceptions.

Teacher(s) Initiating Request: _____ School: _____

Curricular/Instructional Plan

For what grade level or class is this trip required? _____

Instructional Objectives: Be specific, include outcomes, desired proficiency level and how you will measure what standards and district curriculum goals it meets. _____

Activities

Preparation: How will the student be prepared for the trips as an instructional activity? _____

On trip: What instructional activities will occur on the trip? _____

Follow-Up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved. _____

Provisions for Continuity of School Work - to be completed for any missed instructional time

What instructional provisions have been made to help participants keep up with other classes that they will miss? _____

What specific plans have been made for the continued instruction of those students in the class who will not participate in the field trip? _____

Logistics of Trip

Destination (include exact address): _____

Estimated Number of Students: _____ Round Trip Mileage: _____

Departure: Date _____ Time _____ Return: Date _____ Time _____

Have both the District and building calendars been checked for conflicts, etc. yes no

Estimated Number of Chaperones: Teachers: _____ Parents _____ Other: _____

Type of Transportation:

District bus: _____ please complete *Special Trip Request Card*

Commercial carrier: _____ Please complete form *8460F.6 – Trans*)

Arrangement for meals (if necessary): _____

Cost:

Estimated Cost Per Student:

Event Fee: _____

Travel: _____

Lodging: _____

Meals: _____

Other: _____

Total: _____

Estimated Funds from Each Source:

from district: _____

from student: _____

outside source: _____

fundraising: _____

other: _____

Total: _____

Describe fundraising or outside sources: _____

TO BE COMPLETED BY THE BUILDING PRINCIPAL

Approved

Not Approved

Principal's Signature

Date

Comments: _____
