



OVERNIGHT FIELD TRIP ADDITIONAL INFORMATION

School _____

Today's Date _____

Supervising Teacher/Coach _____

Field Trip Dates _____

Destination Site _____

FTMS# _____

Curriculum Connection:

Overnight field trips require that all areas of the curriculum be addressed in a prepared study guide. Explain how this field trip will be related to all areas of the curriculum OR attach your study guide.

If not attached, has a study guide been prepared? Yes No

Supervision:

Overnight field trips require a ration of adults to students as follows:

Elementary School 2:15; Middle School 2:20; High School 2:25

Number of Adults _____ Number of Students _____

Have adult supervisors been approved by the principal? Yes No

Requested Donation: Donation requested per student _____

Participation:

Have all students in the class/group/organization Yes

been given an opportunity to take part in this field trip? No

PLEASE NOTE

1. Student who are on field trips which extend beyond two days may not be counted present on school attendance records for more than two days of the trip unless the location of the field trip is declared to be an alternate educational site by the appropriate central office administrator in accordance with the policies and regulations of the State Board of Education. Fine Arts field trips should be approved by a Supervisor of Fine Arts, athletic field trips (those activities governed by GHSA) should be approved by the District Athletic Director, and all other field trips should be approved by the appropriate Area Assistant Superintendent.
2. The supervising teacher must have a copy of each student's emergency card in his/her possession during the field trip.
3. For the duration of the field trip, employees and adult supervisors are directly accountable for their actions as if they were responsible for students on school premises. Employees and adult supervisors must refrain from personal practices which would be inconsistent with their responsibilities to supervise students.
4. This form must be received by the appropriate central office administrator prior to approval/denial of the trip request. **KEEP A COPY OF THIS COMPLETE FORM FOR YOUR INFORMATION.**

Teacher Signatures:

Principal Signature:

