

PARENTAL PERMISSION FOR FIELD TRIP

Jefferson County Board of Education
Jefferson County High School
Dandridge TN 37725-4501
(865) 397 -3182

_____ has my permission to make an off-campus
(Name of Student)

field trip with _____
(Club/Organization) and Sponsor's Name

to _____
(Destination)

I understand the purpose of the trip is _____
_____.

The students will depart Jefferson County High School at _____ on _____
(Time) (Date)

and return at _____ on _____. The students will travel by _____
(Time) (Date) (Type Transportation)

accompanied by _____ chaperones, and that the personal expense of each
(Number)

student is \$ _____. Rules of conduct for the trip are attached.

Signature of Parent/Guardian

Date

- To be completed by school official prior to parent's signature.
- Submit to principal at least two weeks prior to trip.

**Jefferson County Schools
Field Trip Request Form**

School _____ Teacher _____

Class/Club _____

Date Request Submitted _____ Date of Field Trip _____

Destination _____

Time of Departure _____ *return Time _____

Method of Transportation _____

Number of Students _____ Number of Adults** _____

Educational Goal of Trip

What method will you measure the achievement of the educational goal?

*Return time – All trips must return in time for buses to be at their assigned schools for the afternoon route.

**Policy requires one adult for every 15 students.

Approved by: (Principal) _____

Transportation Department Use Only Your driver(s) are:

_____ Bus # _____

Bus # _____ Bus # _____

Date notified _____ Via () Fax () Phone

Submit to building principal at least two weeks prior to trip

JEFFERSON COUNTY BOARD OF EDUCATION
OVERNIGHT FIELD TRIP REQUEST FORM

This form is to be used for approval of all overnight field trips. Please attach a professional leave request for each teacher who will need a substitute.

School _____

Group (grade, subject, organization) _____

Number of Students _____ Number of Adults _____

Event and Description _____

Departure Date _____ Day of Week _____ Time _____

Return Date _____ Day of Week _____ Time _____

Transportation:

Provided by Parents _____ Arrangements Made by the School _____

If school will arrange transportation, indicate type of vehicle:

School Bus _____ Commercial Carrier _____ Private Vehicle _____

If private vehicle, school employee who made arrangements has informed drivers of their personal liability and insurance requirements and has secured a completed approval form for the trip from the parents.

List names of adults who will supervise students on the trip. Place a check beside drivers of private vehicles. Attach additional list if necessary.

School Employees	Drivers	Adult Volunteers	Drivers
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List ratio of sponsors to students (minimum of 1:15) _____

Fund raising for overnight trips must not begin prior to approval of the field trip by the Board of Education.

(over)

Cost per pupil: Admission _____ Transportation _____ Other _____

How will these costs be defrayed? _____

Is there any proposal to raise funds for this trip? If so, explain: _____

Have all chaperones had the required background checks? Yes _____, No _____

Will chaperones room with students? Yes _____, No _____ If so, explain: _____

Parents will be advised of whom the chaperones will be. Yes _____

Purpose of trip (related to curriculum or program objectives) _____

Statement of rules/disciplinary consequences and detailed itinerary (including daily curfew) must be attached.

Trip Request: Submit to Principal at least three (3) weeks prior to next scheduled meeting of the Board of Education

Teacher requesting trip: _____ Date Submitted to Principal: _____

Principal – Forward all copies to Director of Schools at least fifteen (15) work days prior to the next scheduled meeting of the Board of Education.

Approved by: _____ Date Approved: _____

Is substitute teacher needed? Yes _____ No _____ If yes, how many? _____
How many days each? _____

Director of Schools – Overnight Field Trip Request for Board Action

Approved: _____ Date Approved: _____

If the above requirements are not met, the request will not be submitted to the Board of Education for approval.