

REQUEST FOR PERMISSION FOR FIELD TRIPS  
PROCEDURE (INS-P007)  
Clarksville-Montgomery County School System

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**1.0 SCOPE:**

- 1.1 This procedure outlines the process for requesting permission for field trips at the school level.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Principals

**3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

**4.0 DEFINITIONS:**

- 4.1 Field Trip: One day trip of a distance less than 150 highway miles radius or less than 100 air miles.
- 4.2 SSC: School Support Coordinator

**5.0 PROCEDURE:**

- 5.1 Teacher planning field trip submits a written request to the school principal.
- 5.1.1 Field trips will not be taken during the first or last three weeks of school.
- 5.1.2 Field trips financially feasible to all students in the class will be approved.
- 5.1.3 Written parental permission and release forms are required to be on file for each student participating in the field trip.
- 5.2 Principal evaluates the information based on its relative value to the instructional program and approves or disapproves the request.
- 5.2.1 If request is disapproved the form is returned to the teacher with explanation.
- 5.3 Principal completes and submits Request for Special School Bus using the Trip Planner program if bus transportation is needed for approved field trip.
- 5.3.1 Requests for use of school buses must be submitted on Trip Planner a minimum of ten (10) days prior to the activity.
- 5.4 SSC approves or disapproves request according to the criteria for field trips (time, purpose, etc.)
- 5.4.1 Transportation Manager determines the availability of buses.
- 5.4.1.1 If the field trip necessitates the leasing of charter bus(es) see [INS-P010](#) Obtaining Chartered Transportation.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Requesting and Obtaining Bus Transportation for Routine Field Trips ([TRN-P005](#))



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6.2 Request for Special School Bus Trip (Trip Planner Program)

6.3 Obtaining Chartered Transportation ([INS-P010](#))

6.4 Permission Slips

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Field Trip, Request for Special School Bus Trip and Release Form	Assistant Principal's Office	Current year plus two years	Discard as Desired	Secured Office
Permission Slips	School Office	Current year	Discard as Desired	Secured Office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/20/05		Initial Release
2/22/10	A	Revise 5.3 & 5.3.1 (using Trip Planner), revise 5.4 (approval of SSC), remove 5.4.1.1 & 5.4.1.2 & renumber 5.4.1.3, add Trip Planner Program to Associated Documents, add SSC to Definitions section.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\* \* \* E n d o f P r o c e d u r e \* \* \***

