

School District of Beloit

CLASS EXCURSION PERMIT

SCHOOL: _____ DATE: _____
(permit submitted)

TEACHER(S): _____

GRADE and/or SUBJECT: _____

PURPOSE/EDUCATIONAL OBJECTIVES:

CURRICULAR RELATIONSHIP:

DESTINATION: _____

DATE OF TRIP: _____ TIME OF TRIP: _____

NUMBER OF PARTICIPANTS: _____ students _____ adults

SUBSTITUTES(S) NEEDED: _____ YES (list below) _____ NO
Teacher(s) Requiring a Substitute: _____ Grade and/or Subject: _____ SEMS # _____

_____ A.M. _____ P.M. _____
_____ A.M. _____ P.M. _____
_____ A.M. _____ P.M. _____

FINANCES INVOLVED (check all that apply):

_____ Building Budget
_____ Student Contribution _____
_____ Parent Organization (amount) _____
_____ Other (specify): _____

TRANSPORTATION PLANNED:

_____ Bus _____ Walking _____ Other (specify): _____
_____ Student Drivers _____ Parent Drivers

1. Please **attach a copy of the parental permission letter** associated with the trip.
2. Permits should be submitted to the building principal at least **two weeks** in advance of the trip. Principals should keep the original and send a copy (along with a copy of the parental permission letter) to the Office of Educational Services **7 – 10 days** in advance of the trip.
3. All students participating must have parental permission to do so.
4. Transportation is to be provided by bonded carriers, by school employees, or individuals who have filed a Volunteer Consent Form and provided evidence of insurance coverage.
5. It is highly recommended that there be **one (1) adult participant per every ten (10) students**.

(Teacher's Signature and Date)

(Principal's Signature and Date)

FOR CENTRAL OFFICE USE ONLY

_____ Approved _____ Not Approved

Signature _____ Date _____

PLEASE NOTE:

Each student MUST have the following to attend a Field Trip:

1. A Medical/Dental - Consent Form
2. A Parent Permission Slip for each specific Trip