DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Office of the Superintendent

Field Trip Proposal and
Application for Permission to Travel Beyond 30 Miles
(Domestic and International)

All field trips and student travel undertaken under the auspices of the District of Columbia Public Schools must be planned and executed in compliance with the guidelines stated in Board Rules, Title VI, Chapter 23, and Directive 310.6.

1. Every trip must have a Sponsor, a teacher or other staff person responsible for organizing the trip and completing required paperwork.
2. The Sponsor should carefully review Directive 310.6.
3. Submit this application for preliminary approval of all student travel beyond 30 miles.
   - *For domestic travel (within the continental US):*
     Submit to the Divisional Assistant Superintendent at least 10 days prior to travel.
   - *For senior class travel:*
     Submit to the Divisional Assistant Superintendent by December 1 of the academic year in which travel will take place.
   - *For international travel* (requires approval by the Superintendent):
     Submit to the Divisional Assistant Superintendent at least 6 months prior to planned departure.
4. Notice of approval or disapproval from the central office will be transmitted to the principal.
5. Unless the trip is disapproved, the Sponsor should proceed with planning, developing a more detailed plan, transmitting complete information to students and parents, and completing all requirements outlined in Directive 310.6.

SUMMARY

Check one:　☐ Domestic Travel　　　☐ International Travel

Name of School _____　Submission Date _____

Trip Sponsor/Organizer _____　Sponsor's Job Title _____

Sponsor Phone (w) _____　(h) _____

Destination _____

_____

Departure and Return Dates _____

EDUCATIONAL PLAN

Purpose of Trip (check one):

☐　Instructional (supports the instructional program; related directly to the curriculum)

☐　Enrichment (contributes to the academic, cultural, or social development of students)

Identify the trip's educational objectives:

Describe planned activities, destinations:

Describe planned pre-trip activities to prepare students for travel:

Describe planned follow-up activities:

STUDENT PARTICIPATION

Describe the student group that will be participating. (i.e., grade level, class, club)

How will students be selected for participation?

Projected number of students participating _____

Projected number of students in group NOT participating ____

Projected number of chaperones _____ (identify as staff, parents, other; also male or female)

Planned chaperone: student ratio _____

Guidelines:	
Pre-K	1 adult for every 5 students
Grades K-6	1 adult for every 7 – 10 students
Grades 7-12	1 adult for every 15 students
NB: International	1 adult for every 10 students (with a minimum of 2 adults)

FUNDING

Cost per person _____

Projected source of funds (projected % in each category)

_____ DCPS funds   _____ Participant payment   _____ Private fundraising

If fundraising is required, what will be your strategy for raising funds?

What provision will you make for financial hardship?

What provisions will be made for non-participating students?

ARRANGEMENTS

Transportation to be used (type, carrier) _____

Refer to www.state.gov and www.cdc.gov for the following information:

☐   As of the date of this application, no travel advisory for this destination has been issued by the US State Department.

Which of the following will be required?

Passports _____   Visas _____   Inoculations _____

I certify that procedures required in Directive 310.6, dated March 6, 2002, have been reviewed and will be followed.

Signature of Sponsor _____   Date _____

☐   Approve   Principal _____   Date _____
☐   Disapprove

☐   Recommend   Asst. Supt. _____   Date _____
☐   Not Recommended

☐   Approve   Superintendent _____   Date _____
☐   Disapprove
         (international only)