



FIELD TRIP REQUEST

Local (within the state, leaving and returning on the same day) field trip requests must be submitted to the Superintendent's Office at least 30 days in advance.

Overnight, out-of-state or international trips must be submitted at least 60 days in advance and require Board of Education approval. International trips should be scheduled during the recess times designated on the school calendar.

Completed forms should be emailed to trips@albany.k12.ny.us. If you have any questions while completing this form, please contact the Superintendent's Office at (518) 475-6010.

Our full Board of Education policies and regulations regarding field trips are [available online](#).

▲ School name

▲ Staff member in charge of trip

▲ Date of request

TRIP INFORMATION

▲ Destination

▲ Date(s) of trip

▲ Number of students

▲ Grade(s)

▲ Destination street address

▲ City

▲ State

▲ Zip

▲ Departure time from school

▲ Arrival time at destination

▲ Departure from destination

▲ Arrival returning to school

▼ Please describe the educational purpose below. Please note, **requests for trips to amusement parks will be declined.**

MEDICAL NEEDS

▼ Please specify any medical needs or concerns (medicine, nurse chaperone, wheelchair, etc.) for students and chaperones.

COST & FUNDRAISING

▲ Grand total cost of trip

▲ District-funded amount

▲ District-funded budget code

▲ Transportation cost estimate

▲ Fundraiser contributions

▲ Final cost per student

Note that field trips exceeding \$500 per student must include fundraising activities organized by the coordinator to insure that all students who are interested in participating will be able to attend.

▼ Please describe how students will be able to attend if they are unable to afford the trip.

CHAPERONES

▼ Please list all chaperones below (including staff and parents/guardians). **There must be at least 1 chaperone per 15 students.**



FIELD TRIP REQUEST (CONTINUED)

DOCUMENTS ON FILE

By signing below, as the staff member in charge, you agree that the following will be on file at the school:

- A copy of parental permission slips including phone numbers to contact parents/guardians in case of emergency
- Procedures for if students become ill or causes discipline problems (including an explanation of disciplinary issues which will result in a student being sent home at parental expense)
- A list of every individual attending the trip (including students, staff and chaperones); a copy of this list must also be maintained by the staff member in charge of the field trip

▲ Staff member in charge (print name)

▲ Staff member in charge (signature and date)

▲ Cell number (for emergencies)

TRANSPORTATION

- Walking/CDTA Yellow Bus (only for local trips leaving after 9 a.m. and returning before 2 p.m.) Charter Bus

The questions below are only for trips requesting yellow bus or charter bus service. **Arrangements for these services must be handled by the district's Transportation Department**, and under no circumstance should arrangements be made by school personnel. District offices will work directly with the building principal or their designee to complete the shaded section.

▲ Budget code

▲ Please list any medical transportation accommodations, including number of wheelchairs

THIS SECTION FOR DISTRICT OFFICE USE ONLY

▲ Total cost

▲ Bus service provider

▲ Routing number

APPROVALS

▲ Principal signature and date

▲ Assistant Superintendent signature and date

OVERNIGHT, OUT-OF-STATE, OR INTERNATIONAL TRIPS



THE REMAINDER OF THIS FORM IS ONLY FOR OVERNIGHT, OUT-OF-STATE, OR INTERNATIONAL TRIPS. THIS SECTION DOES NOT NEED TO BE COMPLETED FOR LOCAL FIELD TRIPS.

Insurance certification from the travel agent covering all staff and students and listing the City School District of Albany as additional insured is required for all out-of-state or international trips and must be provided at least 10 day prior to the trip.

▲ Travel agency name

▲ Travel agency contact's name

▲ Travel agency phone number

▲ Travel agency address

▲ City

▲ State

▲ Zip

▲ Superintendent signature and date

▲ Board president signature and date