APS FIELD TRIP REQUEST GUIDELINES

1. Fill out the one page request for field trip form (Either paper or digitally, if using the digital format create a copy of the form Field Trip Request 2024-25
2. Print and sign the form, give this form to your school's field trip coordinator
3. The School Field Trip Designee will complete the online google form https://forms.gle/PenwERMc6wZ3Zroz9 after submitting the form, the Field Trip Coordinator will scan the one page form with the signatures and email it to Leslie Coe (Leslie.Jackson@aps.edu)
4. Forms must be submitted a minimum of 5 days in advance for In-District Trips, 10 days in advance for In-State/Out of District Trips and 15 days for Out-of-State Trips.

   This form must be completed:

   - Anytime a student leaves campus, a field trip form must be filled out and sent to the APS Activity Manager Leslie Coe (Leslie.Jackson@aps.edu)
   - "Walking" field trips must be filled out (for example, an elementary school walking to a nearby park)
   - APS does not approve blanket field trips. We must know exact dates and times a student is off campus
   - Grade level field trips (example all 1st grade classes going to the say place on the same day) only need one form.
5. Chaperone Lists- The school is responsible for making sure volunteer chaperones have the proper background checks and volunteer forms.
   - Supervised and unsupervised lists are to be kept at the school for reference.
   - INS-72E driving forms are to be kept at the school for reference
6. Teachers need to remember to have the permission slips on the field trip in case of an emergency.

If you have any questions regarding field trips please contact Leslie Coe (Leslie.Jackson@aps.edu)