ALBUQUERQUE PUBLIC SCHOOLS - REQUEST FOR FIELD OR ACTIVITY TRIP FORM

In-District: 5 days in advance **In-state (Out-of District):** 10 days in advance **Out-of-State:** 15 days in advance

Submission Date: _____ ***Submit a list of student names attending this trip to:*** kahler@aps.edu

School		**Date(s) of Trip**		**Departure Time:**	
Destination		**City & State**		**Return Time:**	
# of Students Attending		**# of Student Drivers**		**Type of Vehicle** Use of (9)passenger vans or greater is prohibited.	
# of Chaperones		**# of Chaperone Drivers**		*** Mode of Transportation**	
Grade Level(s)		**Trip Sponsor**		**Sponsor Phone #**	

Chaperone Minimum Requirements: Chaperones must be 21 years of age or older.

Elementary School (K-5) One chaperone for every 7 students **Middle School (6-8)** One chaperone for every 10 students

High School (9-12) One chaperone for every 15 students

Overnight trips: Chaperones may only chaperone students of the same sex. Students may only room with students of the same sex.

If personal vehicles will be used, trip sponsors must provide the required paperwork (INS-72E).

Will students return after school hours?	Yes __ No __	**If students return after hours, how will students get home after school?**	

Describe how this trip will compliment curriculum and instructional goal(s):	
Has the cafeteria manager been notified of lunch plans? **Yes ___ No ___**	**What Provisions will be made for lunch?** _____ _____

Trip Finances: The district shall not be responsible for expenses not authorized on this approval form.	**__ District Funds __ School Budget/Activity Funds** **__ Other:** _____	**Amount of trip:** _____

Forms INS-72E completed for private vehicles transporting students? __ Yes __ No	**Have you obtained permission forms (APS-49) for this trip from parents/guardians?** __ Yes __ No	**Have you submitted a list of students and chaperones attending the trip to kaehler@aps.edu ?** __ Yes __ No

I certify that this trip is not promoted by a commercial interest for profit and that no trip sponsor or chaperone is receiving any form of compensation from any outside interest, firm or organization. I understand by signing this form I agree to follow APS District Guidelines and Expectations of field trips.

Trip Sponsor Signature		Date	
Principal Signature		Date	
School Field Trip Designee		Date	
APS Designee (Leslie Coe)		Date	

All three signatures are required for field trips. Once this form has been completed, the school field trip designee should complete the online Request for Field Trip or Activity Trip Form and scan this sheet to leslie.jackson@aps.edu
If you have any questions regarding the field trip process, please contact leslie.jackson@aps.edu