



Sai Sishya International School

Head of School

Field Trip Request Form

Form must be submitted to the HoS at least 4 weeks prior to the scheduled trip. Approval must be obtained prior to making the final contractual arrangements. Copies of contracts/confirmations must accompany forms.

Field Trip Category: Academic

Co-Curricula

Trip Type: Day

Extended Day

Overnight Foreign

Today's Date: _____

Date of Field Trip: _____

Initiator: _____

Additional Teacher(s) _____

Proposed Field Trip Location(s) : _____

Eligibility Criteria: _____

Expected number of student participants _____ Expected number of chaperones _____

Curriculum justification / Link to UOI

Learning Objective

Link to learning outcome - Knowledge

Formative

Summative

Activity on site

Planned classroom follow-up

Logistics - Consult with transport department for suggestions



School bus Public transport Other _____

Proposed route if public transport:

Parking necessary Yes No

Departure Time: _____ Arrival Time: _____

Snack :At school On site

Lunch: At School On site

Field Trip Checklist

Attendance list must be submitted on the day of the trip prior to departure. Significant problems (delay, injury, public transport stoppage, etc.) are to be reported to the school immediately.

<input type="checkbox"/> Admission Cost Y _____ student Y _____ adult	<input type="checkbox"/> List of Chaperones submitted <input type="checkbox"/> List of telephone numbers submitted
<input type="checkbox"/> Transport Cost Y _____ student Y _____ adult	<input type="checkbox"/> List of Students not going
<input type="checkbox"/> Total Cost Y _____ student Y _____ adult	<input type="checkbox"/> Consulted with Transport Department
<input type="checkbox"/> Means of financing:	<input type="checkbox"/> Transportation plans attached Public transport route printout
<input type="checkbox"/> Student contribution Y _____	<input type="checkbox"/> Site confirmation fax/form attached
<input type="checkbox"/> Number of days out of school _____	<input type="checkbox"/> Nearest evacuation site to field trip location identified and map attached
<input type="checkbox"/> Parent Permission form submitted <input type="checkbox"/> In Edogawa-ku	<input type="checkbox"/> Route checked
<input type="checkbox"/> Special support needed? Japanese <input type="checkbox"/> Spec Ed <input type="checkbox"/>	<input type="checkbox"/> Informed co-teachers/chaperones of route and details



<input type="checkbox"/> Meals and lodging arrangements attached	<input type="checkbox"/> Steps to take in event of lost or injured student/staff
<input type="checkbox"/> N/A	

Approved: _____ Date: _____

Not Approved: _____ Date: _____

Reason(s):

Reflection:

In your reflection please discuss what went well, what could have gone better, what could be improved in future trips to this site.