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# STUDENT FIELD TRIP REQUEST PROCEDURE (LNT-P006)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure describes the Student Field Trip Process.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 School Board, Assistant Superintendent of Learning & Teaching, district staff, building principals, building secretaries

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Learning & Teaching

## 4.0 DEFINITIONS:

- 4.1 Field Trip — Any school-related student activity taking place off school grounds.
- 4.2 In-State Field Trip Request — All field trips within Washington State.
- 4.3 Out-of-State Field Trips — All field trips taken outside of Washington State.

## 5.0 PROCEDURE:

### 5.1 IN-STATE APPROVAL

- 5.1.1 Staff involved in taking students on In-State field trips will download [Electronic Field Trip Request](#) (LNT-F012) and complete Teacher Section, then email to principal or designee one month in advance to proposed trip.
- 5.1.2 Staff sets deadline for return of permission forms, Parent Permission to Participate in Field Trips ([LNT-F009](#)-English and [LNT-F010](#)-Spanish).
- 5.1.3 If the field trip request is denied, the form is returned to the requesting staff member.
- 5.1.4 If field trip request is approved, principal or designee completes the Principal/Building Administrator Section of the Electronic Field Trip Request and emails electronic copies to the departments/individuals indicated on form.
  - 5.1.4.1 Requesting staff will email trip roster to [School Nurse Secretary](#).
  - 5.1.4.2 Nurse Secretary will email forwarded Electronic Field Trip Request to appropriate nurse. Nurse reviews available health records of all participating students and contacts requesting staff.
  - 5.1.4.3 If no health record on file for review, student cannot attend field trip. School Nurse will notify requesting staff or participating teacher.
  - 5.1.4.4 Where necessary, School Nurse will alert requesting staff/participating teacher of student health concerns and schedule training.
  - 5.1.4.5 Participating teachers are required to notify School Nurse any of health concerns parent/guardian note on returned permission form ([LNT-F009](#)-English and [LNT-F010](#)-Spanish).

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5.1.4.6 Participating teachers pick up medications and paperwork on departure, and return medication to office upon return to school.

5.1.4.7 If no returned permission form ([LNT-F009](#)-English and [LNT-F010](#)-Spanish) on file, student cannot attend field trip.

### 5.2 OUT-OF-STATE APPROVAL

5.2.1 Staff involved in taking students on Out-of-State field trips will download [Electronic Field Trip Request](#) (LNT-F012) and complete Teacher Section-including approximate cost of trip, and name of person(s) responsible for paying (Student or Program), then email to principal or designee 90 days in advance to proposed trip.

5.2.2 Staff sets deadline for return of permission forms, [Parent Permission to Participate in Field Trips](#) (LNT-F009-English and F010-Spanish).

5.2.3 If the request is denied, the form is returned to the requesting staff member.

5.2.4 If request is approved by principal, the electronic form is automatically emailed to the District Learning & Teaching Department Administrative Secretary.

5.2.5 The Learning & Teaching Department will take Out-of-State Field Trips to the School Board for approval.

5.2.6 If the request is denied, it will be noted in the School Board minutes, and the Assistant Superintendent of Learning & Teaching will notify requesting staff.

5.2.7 If the trip is approved, it will be noted in the School Board minutes, and the Assistant Superintendent of Learning & Teaching will notify requesting staff.

5.2.8 After School Board approval, the Assistant Superintendent of Learning & Teaching will notify the requesting principal for distribution to appropriate department as listed on Electronic Field Trip Request form.

5.2.9 If no returned permission form (LNT-F009-English and F010-Spanish) on file, student cannot attend field trip.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 LNT-F006 Electronic Field Trip Request.

6.2 LNT-F009 Parent Permission to Participate in Field Trips

6.3 LNT-F010 Permiso de Los Padres para la Participacion en Paseos

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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
LNT-F012 Electronic Field Trip Request	Hard copy in Learning & Teaching Department	Two years	As desired	None
LNT-F009 & LNT- F010 Parent Permission to Participate in Field Trips (English/Spanish)	Hard copy with teacher	Two years	Shred: may contain sensitive health information.	Stored in secure location
School Board Minutes	Hard copy in District Office vault	Permanent	N/A	Fireproof vault

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
24-Apr-03	A	Original Release
30-Sept-04	B	Changed "at least 7 days" to "two weeks" in 5.1.1
26-May-05	C	Added nurse info; updated form requirements
7-Sept-05	D	Updated record retention data
5-Feb-07	E	Updated instances of LT-01-05 and LT-21-05 to LT-01-07 and LT-21-07
25-Nov-08	F	Complete revision: updated to reflect new forms, process, and flow chart.

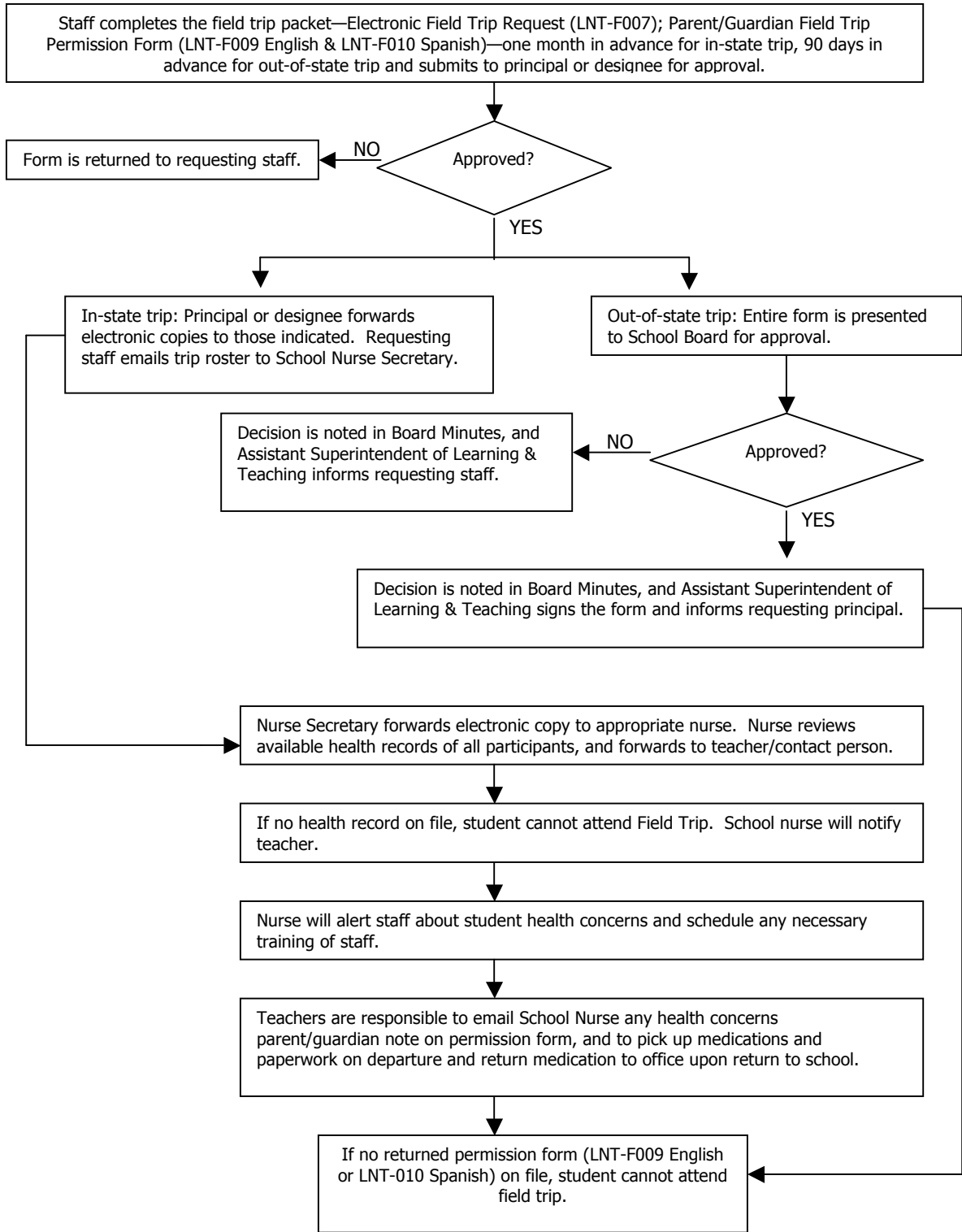
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## Exhibit "A"



**\*\* End of procedure \*\***