

# Community School Corporation of Southern Hancock County

## Educationally Related Field Study Request Form

The State Board of Education defines an educationally related activity as a “non-classroom activity”, such as a field study or convocation, that meets all of the following.

- *Is consistent with and promotes the educational philosophy and goals of the school corporation and the State Board of Education.*
- *Facilitates the attainment of specific educational objectives.*
- *Is a part of the goals and objectives of an approved course or curriculum.*
- *Represents a unique educational opportunity.*
- *Has been approved in writing by the local superintendent or the superintendent’s designee.*
- *Cannot reasonably occur without interrupting the school day.*

PLEASE COMPLETE THE FORM IF THE EDUCATIONALLY RELATED ACTIVITY MEETS ALL OF THE CRITERIA

Date of Application:		Overnight Trip?		Out-of-State Trip?	
Transportation Needed? <small>If yes, attach transportation request form</small>		<u>Check appropriate Box(s) if request is for an Overnight or Out-of-State Trip</u> Overnight / Out-of-State request (see reverse side for additional information / instructions)			

Description of Activity:					
Statement of Educational Objectives of the Activity:					
Date of Activity:		Time Leaving:		Time Returning:	
Location of Activity:				Cost to Student:	\$
Substitute Necessary? <small>(Note: Teacher / Sponsor is responsible for arranging for substitute)</small>			Yes		No
Signature of Teacher:					
Signature of Department Head: (High School Only)					
<b>Administrative Review</b>					
Signature of Principal:					
Signature of Superintendent of Designee:					

OVERNIGHT / OUT OF STATE FIELD TRIP  
ADDITIONAL FORM  
(Administrative Guidelines 2340C)

**Requests for Overnight and / or Out-of State Field trips must be board approved in alignment with the following timeline.**

- *Requests are to be submitted to the Superintendent sixty (60) days prior to the event.*
- *The professional staff member in charge of the trip is responsible for preparing the proposal, reviewing it with the principal, and obtaining his/her signature of approval.*
- *After principal approval, the request must be sent to the Corporation Office in a timeframe that will allow the Superintendent to review, approve, and distribute to the Board Members for a final review at least five (5) days prior to the scheduled board meeting at which the trip will be considered.*
- *School buses may be requested for in-state travel only.*

Requests for Overnight and/or Out-of-State field trips must provide additional information as below. This information sheet and any additional trip information should be attached to the request form.

Transportation Plan:

Lodgings / Meal Plan

Daily Itinerary Sample:

Chaperone / Supervision Plan

(Attach additional information if needed)

**COMMUNITY SCHOOL CORPORATION OF SOUTHERN HANCOCK COUNTY**

**Transportation Request**

(Request must be received by Corporation Office no later than the 10th of the previous month requested)

<b>Transportation To:</b>			
<b>Name of Group:</b>		<b>School:</b>	
<b>Day, Date &amp; Time of Departure</b>			
	<i>(Note: 8:45 a.m. is the earliest departure from school)</i>		
<b>Date &amp; Time of Return</b>			
	<i>(Note: 2:10 p.m. is the latest return to school)</i>		
<b>Total # to be Transported:</b>		<b># of Students</b>	
		<b># of Sponsors</b>	
		<b># of Chaperones</b>	
<i>Will you need Wheelchair and/or other special needs equipment? (If so, explain below)</i>			
<i>Will you need to transport cargo? (If so, explain below) Example: Coolers, Lunches, Athletic Equipment</i>			

<i>Name of Sponsor Making Request</i>	<i>Date:</i>
<i>Principals Approval Signature</i>	<i>Date:</i>

**SPONSORS ARE RESPONSIBLE FOR PROVIDING DIRECTIONS FOR THE DRIVER AND ARRANGING FOR PARKING OF THE VEHICLE. SPONSORING GROUP WILL PROVIDE ADMISSION TICKET WHEN DESIRED BY DRIVER**

<b>Central Administration \Signature</b> <i>(verifies that trip meets educational requirements)</i>	<b>Title</b>	<b>Date</b>

The School Corporation reserves the right to cancel any transportation commitment that conflicts with regular school functions and daily bus routes.

**TRANSPORATION DEPARTMENT INTERNAL USE ONLY**

<b>TRIP ASSIGNMENT</b> Vehicle Assignment:	Total Vehicles Need for Trip	<b>Vehicle Distribution</b>	
		66 passenger buses	
		78 passenger buses	
		Special Needs Bus	
		14 Passenger Activity Bus (Sponsor Driven)	

<b>Transportation Personnel Signature</b>	<b>Date:</b>