

STUDENT FIELD EXPERIENCE SPECIAL/UNIQUE APPROVAL REQUEST FORM

Name of School: _____ Date: _____

This form is to be completed (prior to contacting parents) and forwarded to the Assistant Superintendent's office for approval of activities involving students in any school field experience defined as special or unique by policy.

This request must comply with all appropriate regulations and must receive approval at least twenty school days (Routine fieldtrips) or fifty school days (Special/Unique fieldtrips) prior to the date of the fieldtrip or event.

Category of Experience: Special Unique

Activity & Purpose: _____

Departure Date/Time: _____ Return Date/Time: _____ # Instructional Days _____

Destination(s): _____

Travel Arrangements: School Bus Charter Bus Ferry Air Private Auto
(Form 623.1D)

Other (please specify) _____

Source of Funding: School Student Other

Cost to Student: _____

Fund Raising Details: _____

Sponsor(s): _____

Number of Students: _____ Grade Level(s): _____

Supervision Provided by: (names/titles): _____

Accommodation: _____

ACTIVITY DESCRIPTION:

Relationship to School Program(s): _____

Educational Objectives: _____

Brief Itinerary (attach details if necessary): _____

After the field trip is approved, the designated supervisor for the trip must distribute, collect and file all parental consent forms. No student will be permitted to attend a field trip unless a consent form is signed by a parent or legal guardian/ All consent forms are available on the school district website.

CHECK LIST (✓) Must be complete before final approval will be granted.

1. **Parent Consent and Waiver Forms 623.1C** completed for all participants. If the custodial parents are separated, both parents must be contacted and permission requested if the student is leaving Canada.
2. **Field Trips outside of Canada** – Proof of Citizenship or Status and evidence of adequate medical insurance collected for each participant.
3. **Volunteer Driver Authorization Form (Form 623.1D)** must be completed by each parent volunteer driver.
4. **Participant List and Itinerary** - a list of all participants is in the hands of supervisors and a copy is on file in the school office.
5. **Special/Unique Features** - parents have been notified of any special activities the student will be expected to undertake and are aware of any known element of risk.
6. **Swimming/Boating Activities** – Adequate certification has been verified for Lifeguard(s) or Adult Instructor(s) for boating activities and all participating students meet the minimal swimming level – Red Cross Level 5.
7. **Helmets** – The use of approved helmets has been communicated with students and parents for skating, cycling, skiing, snowboarding or other activities that might result in head injury.
8. **Field Trips Outside of Canada** – Government of Canada Travel Advice and Advisory has been checked within thirty days of departure.

_____ Initials of Principal (all checklist items are complete)

<i>Signature of Principal</i>	<i>Signature of Sponsor Teacher(s)</i>
<i>Signature of Assistant Superintendent – Approval</i>	