

FIELD TRIP APPROVAL PROCEDURE

For Elementary and Secondary Schools

All documents for a field trip **MUST** be submitted a **MINIMUM** of two (2) weeks prior to the planned date of the field trip. This is to allow enough time for processing, including the time it takes for our insurance company to process the liability insurance coverage.

The following forms are necessary for all field trips (any time any student(s) leave school grounds for a school sponsored trip – no matter what the funding source is):

- Field Trip Approval Form
 - submitted electronically using this [link](#)
 - paper copies will not be accepted
- Field Trip Permit-Parent/Guardian Permission Form
 - collected and retained by school
- Volunteer Application
 - for all volunteers who have not filled one out for the current school year
 - submitted to Public Safety for approval prior to being allowed to volunteer
 - Private Vehicle Use for Field and Charter Trips (if applicable)
 - Collected and retained by school

If bussing is needed:

Once a field trip is approved, the school secretary is responsible for requesting transportation through Dean Trip Tracker. Transportation requests **MUST** be submitted at least 15 days prior to the scheduled trip.

If you have questions, please contact Michelle **Whalen** the Office of Schools at michelle.whalen@lansingschools.net or at (517) 755-2090.

Field Trips will be reviewed/approved as follows:

Local Area/In-State: Principal, Office of Schools, Compliance (if grant funded) Out of State*: Principal, Office of Schools, Compliance (if grant funded), Deputy Superintendent

* Before out-of-state field trip applications can be processed, the following criteria [if applicable] must be completed and documentation must be attached with the Approval Form. You can also email them to michelle.whalen@lansingschools.net :

- Hotel information
- Flight information
- Bus transportation arrangements
- Confirmation that parent permission slips for ALL students are on file in the school office
- Confirmation that ALL chaperones have been approved by Public Safety
- Complete details of trip

Revised 6/24/25



Field Trip Permission Slip

A field trip to _____ is being planned on

_____ by _____. The trip will
(Date) (school name)

commence at _____ and the class will return to school at approximately _____.
(Time) (Time)

Pupils will travel by:

- school bus
- private car
- walking.

We would like to have your child _____ go on the trip. However, without your
(Print child's name)

written permission they will not be allowed to attend. We will make other arrangements for your child at school. Please fill in the following form and return it to the school if you give permission for your child to go on this field trip.

The cost for this field trip is \$ _____. Field trips are a valuable experience for our students. No student will be excluded based on the inability to pay for the trip. If you need assistance, please contact your child's teacher or principal. School board policy prohibits the denial of participating in the field trip based on the inability to pay.

For a parent/guardian to attend a field trip, they must have submitted a volunteer application and received approval to volunteer in the Lansing School District.

Parent's/Guardian Permission

I am granting permission for my child _____ to accompany their class on the field trip being planned on. We understand the arrangements and believe that the necessary precautions and plans for the care and supervision of the pupils during the trip will be taken.

Parent/Guardian Signature

Date

Phone Number

Parent Printed Name

I am available and willing to chaperone for this field trip.

Private Vehicle Use for Field Trips

Requirements for Transportation by Private Vehicle

In some instances, it may be necessary to use volunteer drivers and private vehicles for a field trip. In such cases, the following procedures are to be observed:

1. Restrict the number of passengers assigned to each vehicle to the seat belt capacity of the vehicle. Require that all passengers are secured by seat belts.
2. Make a list of passengers assigned to each vehicle. One copy of the list goes to the driver and one copy is filed in the main office.
3. Develop a prescribed route for each vehicle to follow while on the field trip and be sure each driver is familiar with the route.
4. Be sure each driver has a copy of emergency information.
5. Advise volunteer drivers to check their insurance to be sure that they have adequate coverage for the risks involved.
6. Each driver is to complete and sign the following statement which will be kept on file in the school office.

IMPORTANT:

Please be mindful that the State of Michigan law now requires that any parent driving students on a field trip in their personal vehicle **MUST** have a booster seat with a lap and shoulder belt for each student under the age of 8 years old or 4'9" in height.

I hereby verify that I have a valid, unrestricted driver's license,

_____, and to the best of my knowledge,

I currently have ____ points on my record.

I believe the vehicle I am driving on this trip to be in safe operating condition. I have talked with my insurance company and I have adequate coverage for any risks involved.

Signature _____ Date _____

Printed Name _____