

Field Trip Permission Request Form

Instructions for Principals



Starting with the 2014-15 school year, field trip requests will be submitted electronically through PerfectForms. The following instructions are provided as guidance to principals in reviewing a field trip request in the new system.

Principals are notified of a field trip request by email. There is no form attached, but a link to an external system. You will review the request and submit inside of the system.

- 1) Click the link to review the field trip request.





Notes:

- The email will be sent from Perfectforms.
- The subject line will be “Field Trip Request submitted by *Teacher Name*”.
- The teacher’s name, destination and date are included in the email for you to reference when searching for email.
- The “Form Instance #” is an ID number used by Perfectforms to reference a specific request. Please use this to reference field trips when troubleshooting.
- The email will NOT say “(Draft)” or “REDIRECTED FROM:”.

2) Review the "Destination Information" section of the field trip form.

Destination Information	
Overnight Field Trip <input type="radio"/> Yes <input checked="" type="radio"/> No	School <input type="text" value="VES"/>
Date of Request <input type="text" value="08/11/2014"/>	Teacher/Trip Coordinator <input type="text" value="Great Teacher"/>
Date of Trip <input type="text" value="09/16/2014"/>	Teacher/Trip Coordinator Email <input type="text" value="teacher.great@augusta.k12"/>
Departure Time <input type="text" value="08 : 30 AM"/>	Grade/Subject <input type="text" value="4"/>
Return Time <input type="text" value="02 : 30 PM"/>	Destination <input type="text" value="Monticello"/>
Days away from school <input type="text" value="1"/>	Destination City <input type="text" value="Charlottesville"/>
# of Students on trip <input type="text" value="45"/>	Distance (Round Trip) <input type="text" value="90"/>
Cost Per Student <input type="text" value="\$0.00"/>	Total # of Chaperones/Teachers <input type="text" value="9"/>
	Cost Per Teacher <input type="text" value="\$0.00"/>
For sharing transportation only:	
Are you attending this event with other schools?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

3) Continue to review the “Destination Information section.

Purpose	To visit Monticello so that our students can learn more about the importance of Thomas Jefferson and experience VA and American history "first hand"					
List 3 main objectives	VS.4 - knowledge of life prior to and during the Revolution VS.5b - Role of VA in American Revolution; Thomas Jefferson VS.6b - Influence of Thomas Jefferson's political ideas					
Places to be visited	Monticello					
Teachers attending field trip	<table><thead><tr><th>Name</th></tr></thead><tbody><tr><td>Great Teacher</td></tr><tr><td>Fantastic Teacher</td></tr><tr><td>Awesome Teacher</td></tr><tr><td></td></tr></tbody></table>  	Name	Great Teacher	Fantastic Teacher	Awesome Teacher	
Name						
Great Teacher						
Fantastic Teacher						
Awesome Teacher						

[Next](#)

4) Click **Next** to review the next page.

5) Review the “Transportation” section.

Transportation

Type of Transportation I plan to drive the bus

Cargo Yes No

If requesting a county car form Transportation Department

I plan to pick up the car keys & credit card

Date Time

I will return the car keys & credit card

Date Time

No reimbursements will be made for mileage; however, county transportation will be provided when available.

Car keys and a credit card may be picked up from NANCY HUTCHINSON at the BUS GARAGE at the requested date and time above.

Bus Garage hours are 8:00 a.m. – 4:00 p.m. (Call ahead in the summer).
If you find you WILL NOT NEED THIS CAR, please notify Nancy right away.
245-5143, nhutchinson@augusta.k12.va.us

Notes:

Walking Trips are approved by the principal. The approval email will be sent to the teacher immediately after your approval and will NOT be forwarded to the Director of Instruction, though a record of the trip will be in the system.

Car requests must include a pickup/return time, even if you plan to assign a school car.

Make sure the ***I plan to drive the bus*** checkbox is selected if the teacher will be driving the bus.

6) Review the "Overnight Field Trip" section, if applicable.

Overnight Field Trip

Students attending

Name

Chaperones attending

Name

Overnight Field Trip Reimbursement

Costs	Daily		# of Days		Total
Lodging	<input style="width: 50px;" type="text" value="\$0.00"/>	X	<input style="width: 50px;" type="text" value="0"/>	=	<input style="width: 50px;" type="text" value="\$0.00"/>
Meals	<input style="width: 50px;" type="text" value="\$30.00"/>	X	<input style="width: 50px;" type="text" value="0"/>	=	<input style="width: 50px;" type="text" value="\$0.00"/>
Registration					<input style="width: 50px;" type="text" value="\$0.00"/>
Other	<input style="width: 50px;" type="text" value="\$0.00"/>	X	<input style="width: 50px;" type="text" value="0"/>	=	<input style="width: 50px;" type="text" value="\$0.00"/>
Total Requested					<input style="width: 50px;" type="text" value="\$0.00"/>

Previous

Submit

Notes:

Reimbursements only apply to CTE field trips. **This section will change.**

7) Click **Next** to proceed to the approval page.

Teachers see **Submit**, which is why it is included in the image above.

8) Complete the appropriate “Requesting Transportation” section.

Requesting a bus

Bus to be provided by school
 Bus to be provided by Transportation Dept
 Bus to be provided by other school

Note: A regular school bus seats 64 elementary students (3/seat) and 44 middle or high school students (2/seat)

Number of buses needed

Requesting a car

County Car located at school
 County Car from Bus Garage

Principal Approval

Permission Granted Not Granted

Name Email

Comments

Notes:

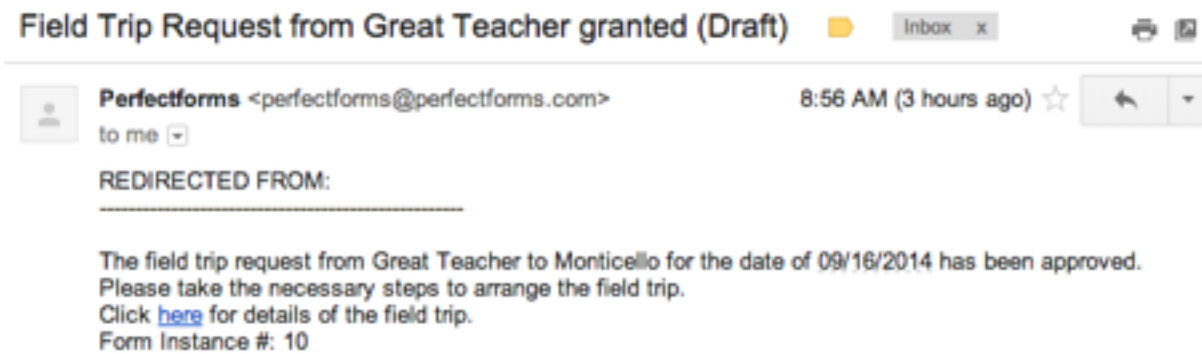
- If a school bus is requested you will be assigned the “Requesting a bus” section. If a car is requested you will be assigned the “Requesting a car” section. They are triggered by the selection on the previous page.
 - Select Bus to be provided by school if the school is arranging for the bus and driver.
 - Select Bus to be provided by other school if another teacher or a Central Office administrator is coordinating the transportation.
- Enter the number of buses needed. Please note that if the Transportation Department is arranging the trip, the number of buses may be affected by the size and availability of buses.

9) Select **Permission Granted** or **Not Granted** as appropriate.

10) Enter your **Name** to “sign” the form and add **Comments** as necessary.

11) Click **Submit** to approve or deny the field trip.

12) Look for approval/denial email.



Notes:

- The subject line will be "Field Trip Request from *Teacher Name* granted/denied".
- The teacher's name, destination and date are included in the email for you to reference when searching for email.
- The "Form Instance #" is an ID number used by Perfectforms to reference a specific request. Please use this to reference field trips when troubleshooting.
- The email will NOT say "(Draft)" or "REDIRECTED FROM:".