

Field Trip Permission Request Form

Instructions for Teachers



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

- 1) Complete the “Destination Information” section of the field trip form.

Destination Information

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

For sharing transportation only:







Are you attending this event with other schools?

Yes No

Notes:

- Enter your email address accurately. PerfectForms does NOT have access to our email list and relies on your entry in the **Teacher/Trip Coordinator Email** field.
- Select the correct **School** to guarantee that your email is sent to your principal.
- Select **Overnight Field Trip** in order to activate the correct sections later in the form.

2) Continue to complete 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						
 						

To add and delete teachers from the list.

Next

Notes:

- Include a brief description of your field trip in the **Purpose** field. If you are attending a performance, be sure to include the name of the production in the field.
- Include SOLs, competencies or course objectives in the **3 main objectives** field.
- Include additional destinations in the Places to be visited field. If you are stopping for lunch somewhere other than the destination, include that as well.
- List all of the teachers participating in the **Teachers attending the field trip section**. Non-teacher chaperones do not need to be included in this list.
- Click the **+** button below the **Teachers attending the field trip** section to add a teacher. Click the trash icon to delete a teacher.

3) Click **Next** to proceed to the next page of the form.

4) Complete the “Transportation” section of the field trip form.

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:

- Select the **Type of Transportation** in the drop down. If you plan to drive the school bus, please select the I plan to drive the bus checkbox.
- Remember, trips outside of the school day must be chartered.
- Remember to complete the **Pickup/Return** sections if requesting a County Car.
- Select “Yes” for the **Cargo** radio button if you are requesting a school bus that has additional cargo space to secure items. Buses are assigned by the Transportation Department and selecting **Cargo** does not guarantee that one will be provided.

5) Continue to the “Overnight Field Trip” section, if applicable.

Overnight Field Trip



Students attending



Name

Chaperones attending

Name

To add and delete students and chaperones.

Overnight Field Trip Reimbursement

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

Previous

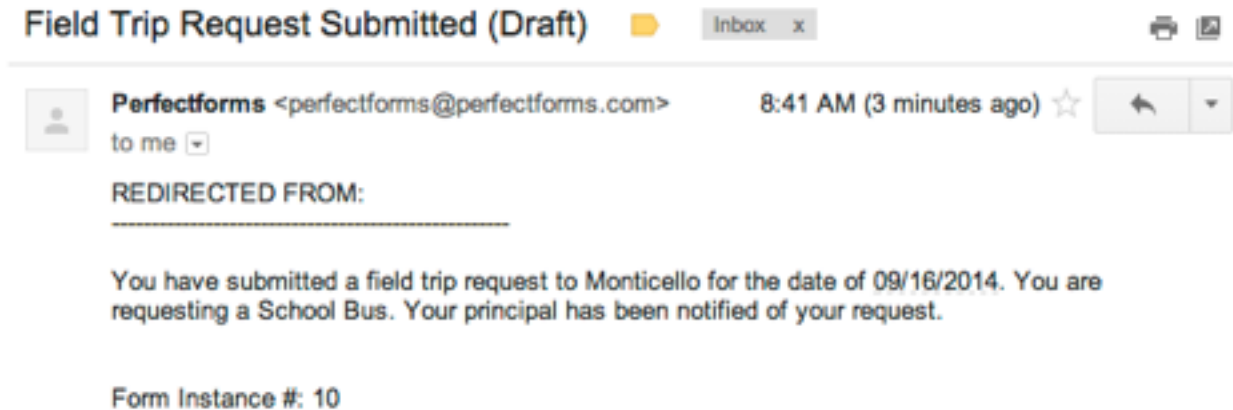
Submit

Notes:

- If requesting an Overnight Field Trip, you should include the names of students and chaperones attending. It is better to indicate more students at first and remove them later.
- The Overnight Field Trip Reimbursement section is for Career and Technical Educators responsible for student organization trips. This section will be changed.

6) Click **Submit**.

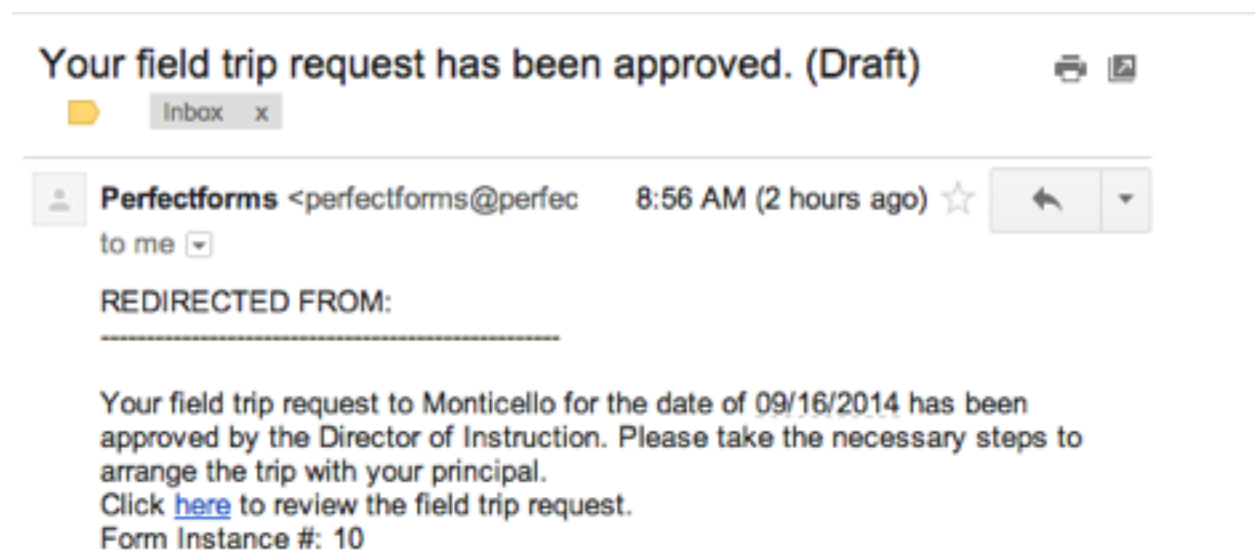
7) Look for submission email from Perfectforms.



Note:

- The subject line will read “Field Trip Request Submitted”
- The “Form Instance #” at the bottom is a reference you can use to refer to the trip.
- Official emails will NOT include “(Draft)” or “REDIRECTED FROM:”.

8) Look for approval or denial email. Save in the appropriate folder.



Note:

- The subject line will read “Your field trip request has been approved/denied.”
- The email will contain the date and destination of the trip.
- The email will contain a link to the field trip request so that you can review your request.
- Field trips that have been denied will contain a reason for the denial. Trips may be denied by your principal or the Director of Instruction.