

November 2016

Field Trip Approval Process Guidance

Types of Field Trips

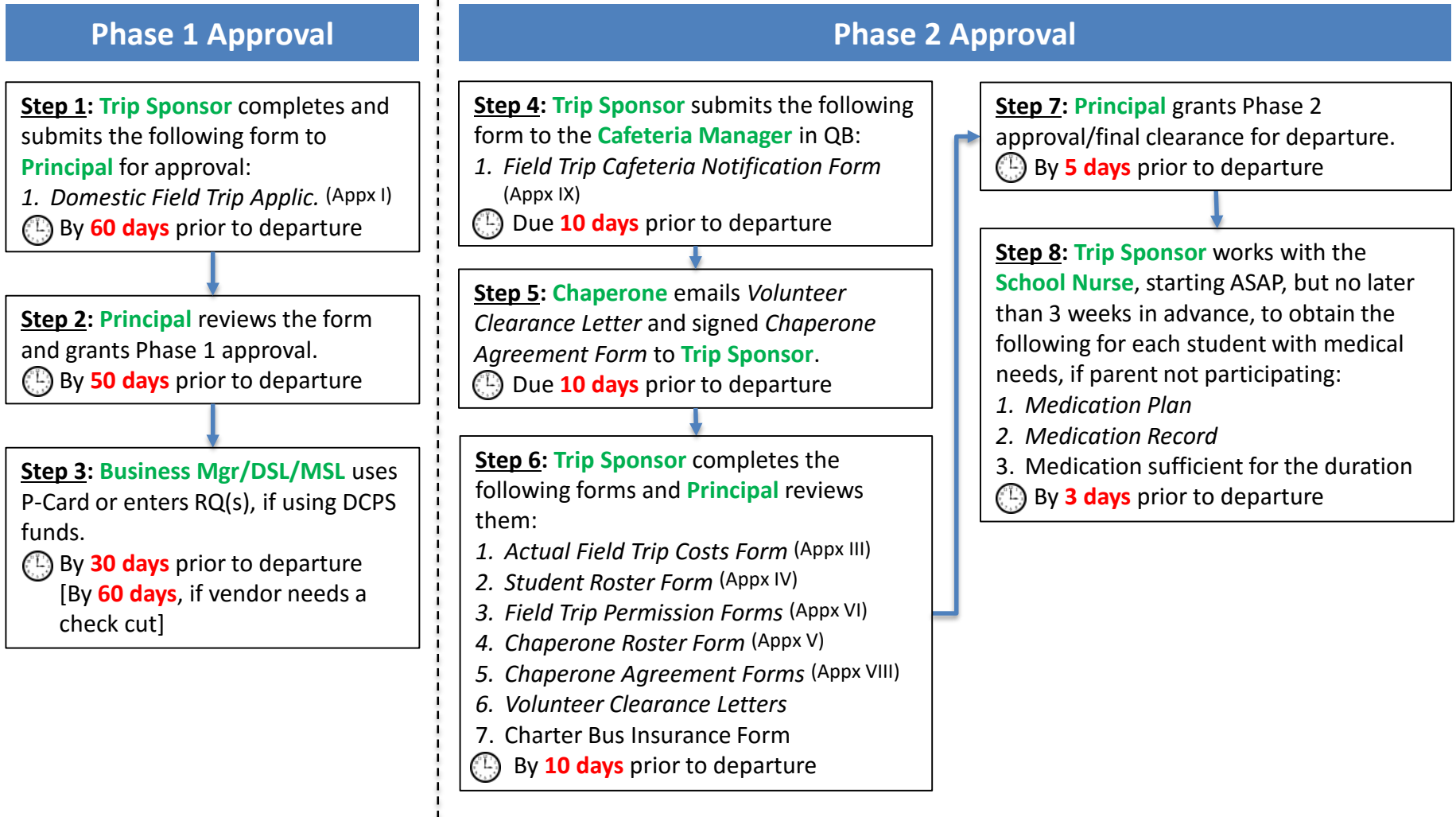
Type	Definition	Final Approver
1. Day Trip <u>and</u> Local Trip (<50 miles)	Takes place within 50 miles of the school <u>and</u> includes students returning on the same day.	Principal
2. Overnight Trip <u>or</u> Non-Local Trip (>50 miles)	Takes place beyond 50 miles of the school but within the contiguous U.S., <u>or</u> includes students staying overnight.	Instructional Superintendent
3. International Trip	Includes any trip in which the destination is outside of the contiguous U.S.	Chief of Schools
4. Non-DCPS Sponsored Trip	Involves ≥ 1 DCPS students and ≥ 1 DCPS employees that is: (1) planned and organized outside of normal school operating hours and without connection to DCPS property; (2) takes place entirely outside of normal school operating hours; and (3) does not consider students' participation in a certain class, program, curriculum, club, extracurricular activity, or other educational or social initiative offered by DCPS when selecting the participating students.	Principal

Two Phases of Field Trip Approval

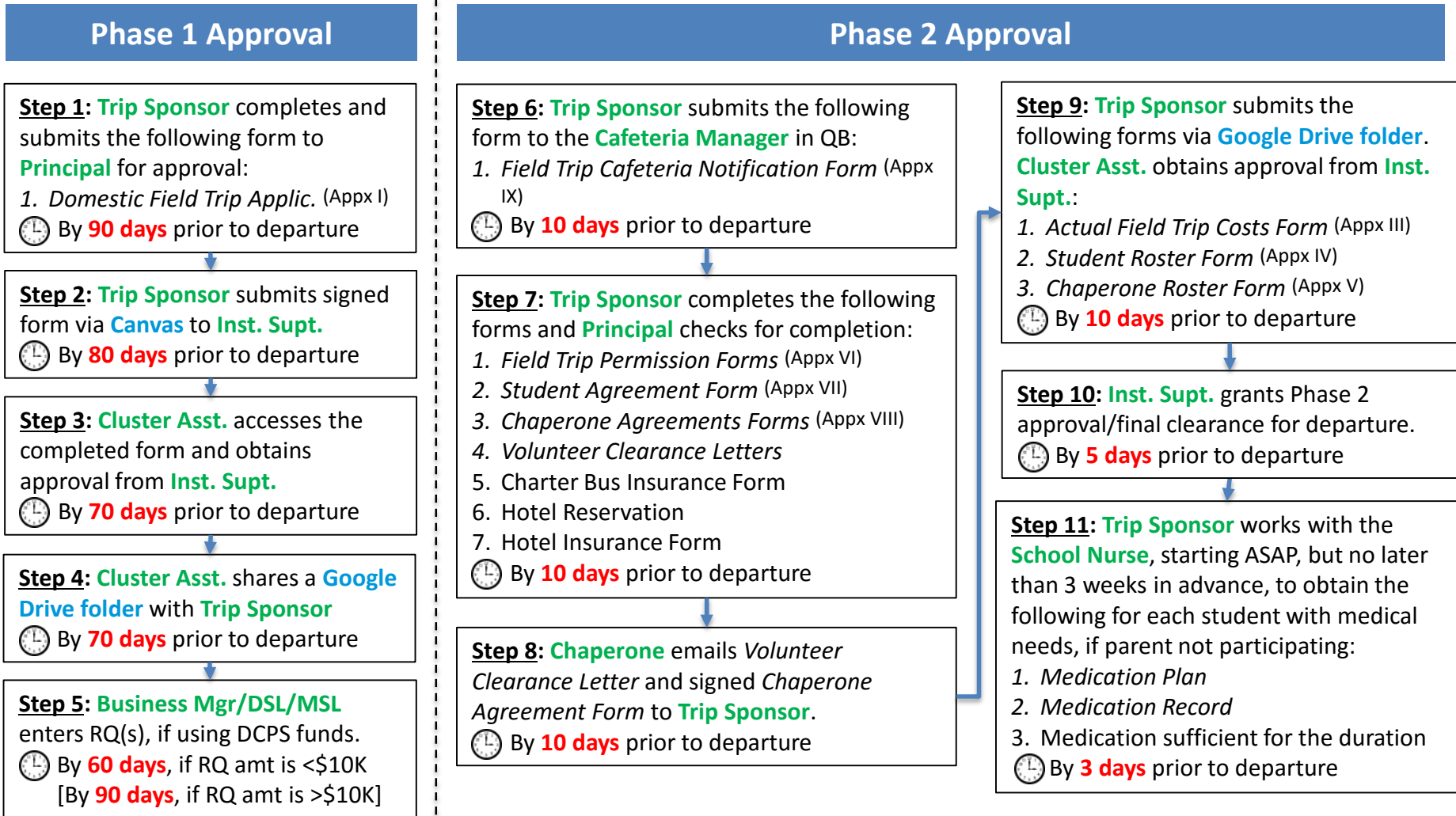
Phased approval applies to all types of field trips except for the Non-DCPS Sponsored Field Trips.

Phase	Trip Sponsor's Action Steps	What the Approval Allows
Phase 1	Submits initial forms on the trip's itinerary and other background information, and total costs and funding sources.	Trip sponsor starts making final trip arrangements with business managers, parents, chaperones, and other central office staff members, as appropriate.
Phase 2	Requires trip sponsors to submit all supporting documentation related to the trip (e.g., permission forms, chaperone volunteer clearance letters, student roster, passports, etc.), informing parents and chaperones of what to expect on the trip, and booking all arrangements according to procurement guidelines before the trip departure.	Trip is cleared for departure.

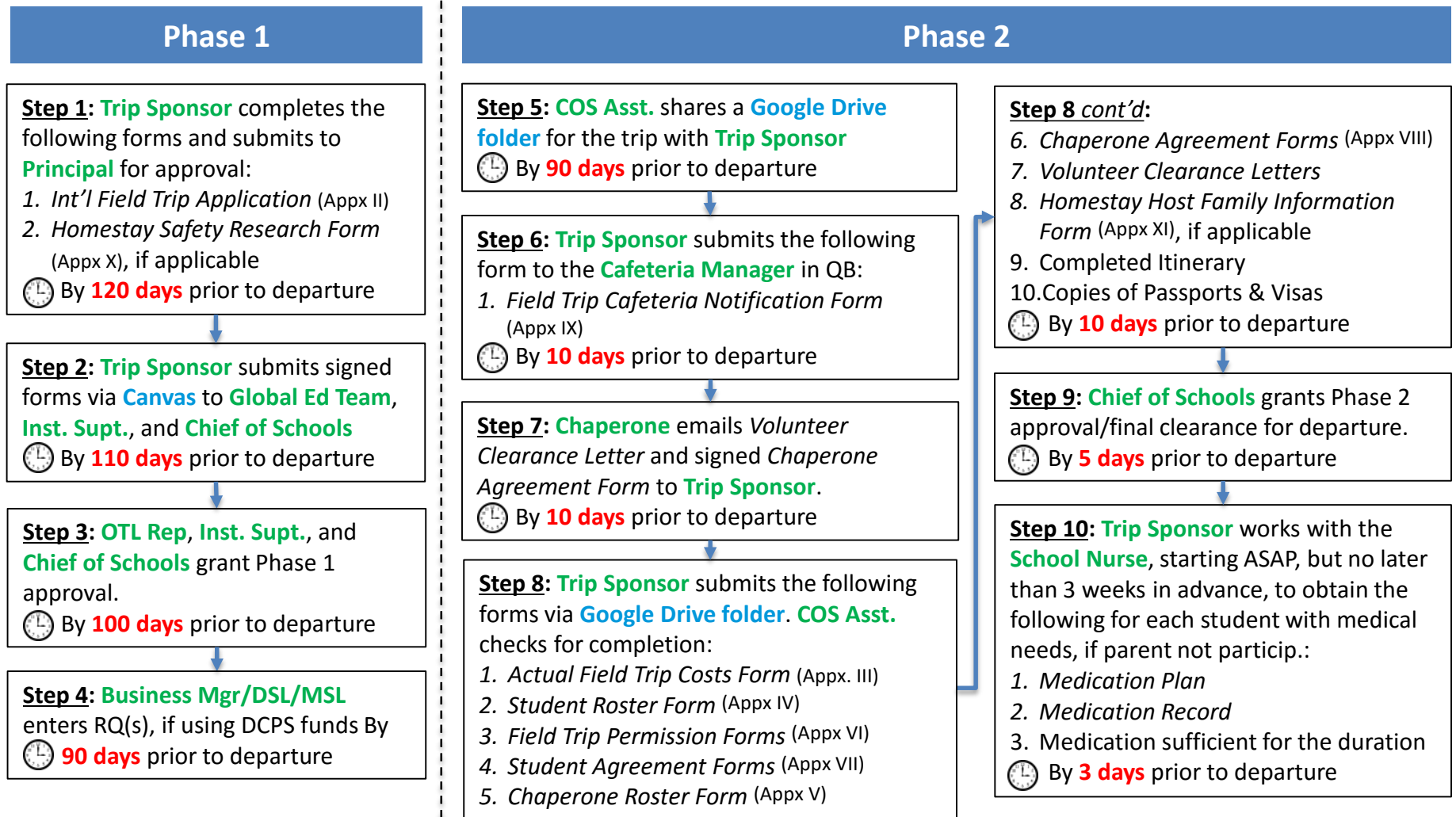
1. Approval Process for Day Trip and Local Trip (<50 Miles)



2. Approval Process for Overnight Trip or Non-Local Trip (>50 Miles)




3. Approval Process for International Field Trip




4. Approval Process for Non-DCPS Sponsored Field Trip

Step 1: **Trip Sponsor** completes and submits the following form to **Principal**:

1. *Non-DCPS Sponsored Field Trip Notification Form*
(Appx XII)

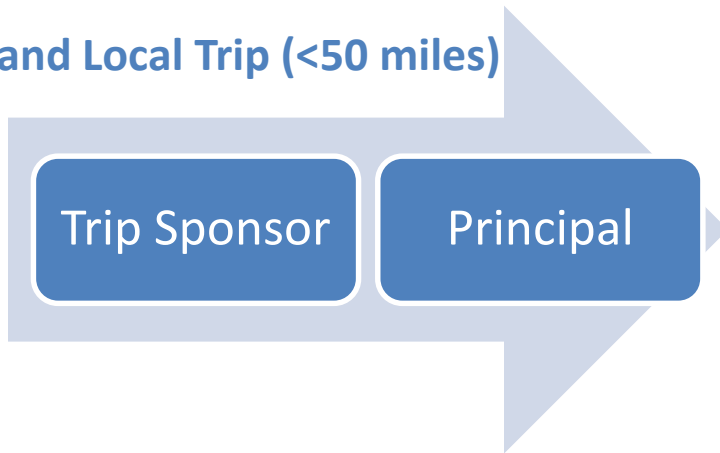
 By **60 days** prior to departure

Step 2: **Principal** grants approval for **Trip Sponsor** to work with students to plan for departure

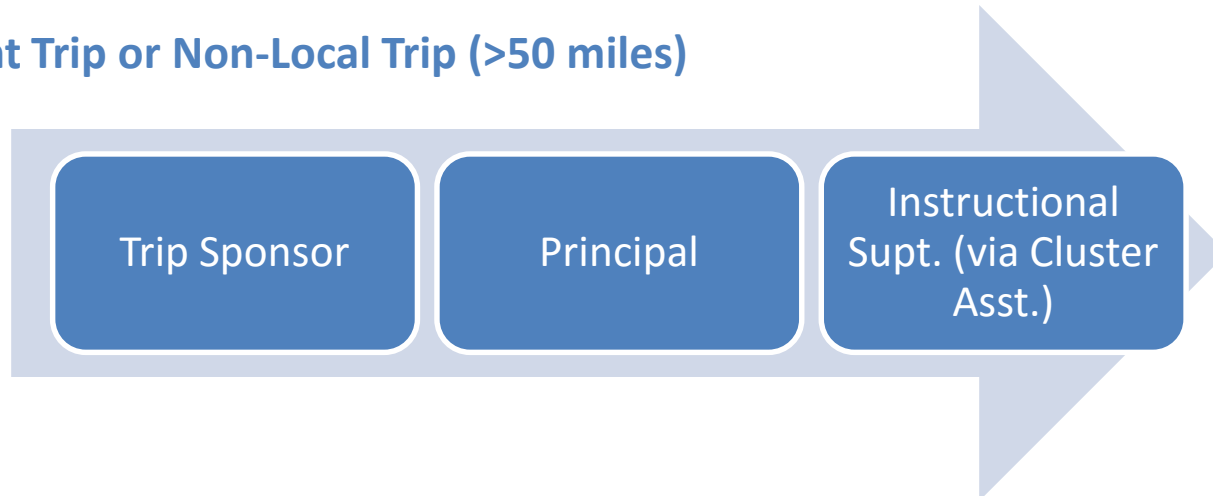
 By **50 days** prior to departure

Summary: Approval Process for Different Types of Trips

1. Day Trip and Local Trip (<50 miles)

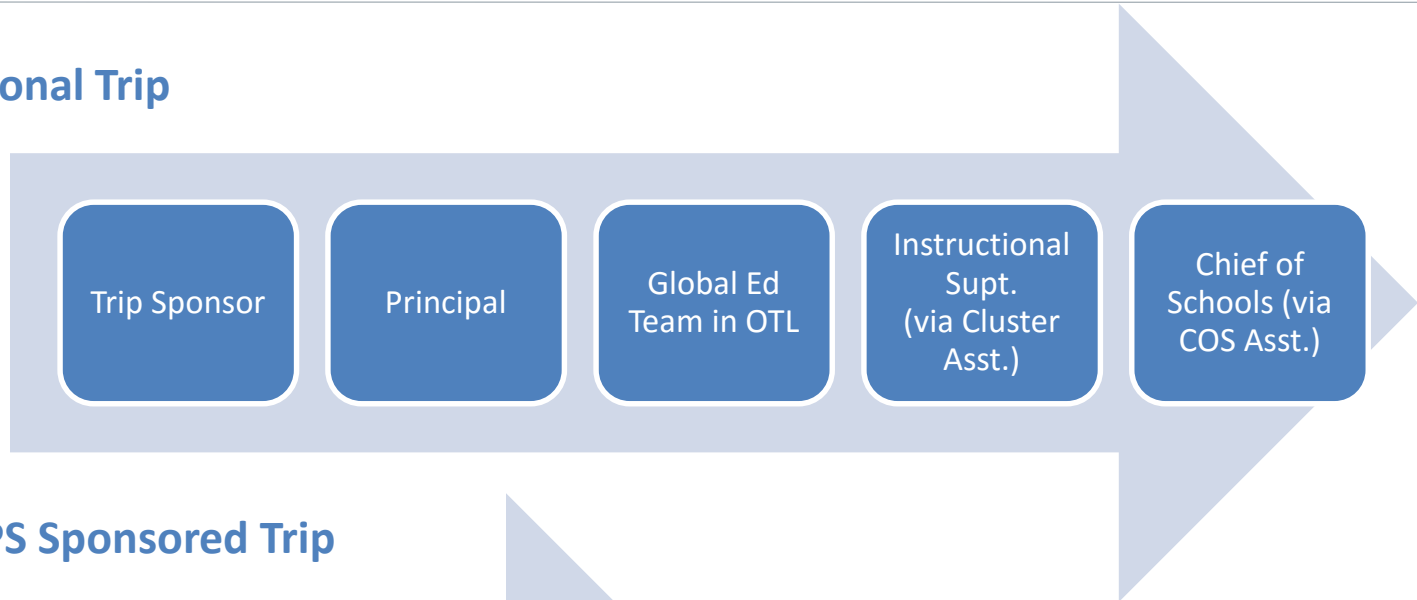


2. Overnight Trip or Non-Local Trip (>50 miles)

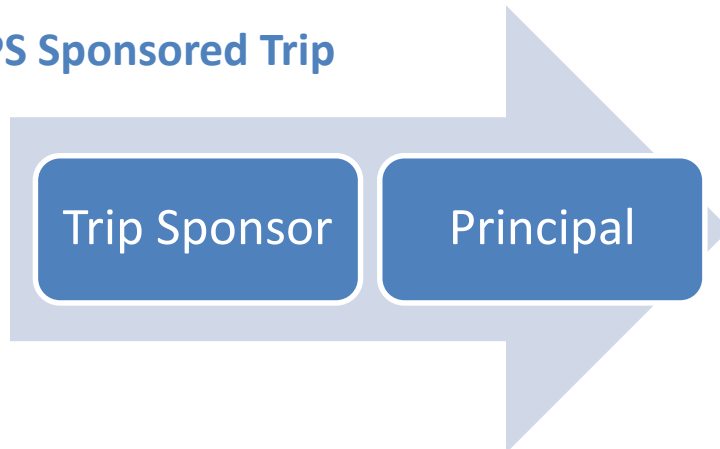


Summary: Approval Process *continued*

3. International Trip



4. Non-DCPS Sponsored Trip



For questions about the approval, please email dcps.field-trips@dc.gov.