



Field Trip Requirements / Timelines	In-state (Not Overnight)	In-state (Overnight)	Out of State	International Travel*
Paperwork Due Date: (Minimum Timelines)	10 School Days Prior	30 School Days Prior	30 School Days Prior	6 Months Prior
Form 2320F2 Request for Field Trip: Principal or Designee approval required.	X	X	X	X
Form 2320F2 Request for Field Trip: Program director approval required if costs are being charged to identified programs (CTE, Athletics, Health & Fitness, Special Services, Highly Capable, etc.).	X	X	X	X
Form 2320F2 Request for Field Trip: Chief Academic Officer (Regional Learning Community 1, 2, or 3) approval required.		X	X	X
Form 2320F2 Request for Field Trip: Superintendent approval required.		X	X	60 days prior
Prior approval forms are required for each employee needing a substitute or whose expenses <u>will be paid or reimbursed</u> by district or ASB funds. If a substitute is NOT required and staff members are not submitting requests for reimbursement for any expenses, all staff members can be listed on one Request for Field Trip Form 2320F2.	X	X	X	X
Notification of field trip plan to building nurse(s). * 30 days prior with finalized roster and itinerary	X	X	X	X (tentative plan)
Form 2320F3 Field Trip Permission to Participate Form: Parent consent is required for all field trips (day and overnight).	X	X	X	X
Parent notification for interscholastic athletics using Form 2320F3 is not required and in its place the form entitled, Parent Permission – Risk of Injury – Insurance – Emergency Medical Treatment – Athletic Code from the Student Interscholastic Athletic Handbook will be required. This form is good for all interscholastic athletics for the period of one school year. This form must be completed annually.	X	X	X	X
Washington Interscholastic Athletic and Activities Association (WIAA) approval must be requested and approved, when appropriate.		X	X	X
A roster of all students attending field trip is required.	X	X	X	X

School Board approval requested at a Board meeting by an administrator or the requesting staff member.			X	X
Letter of rationale outlining purpose of trip and benefit to students that this trip will provide must accompany Form 2320F2.			X	X
After board approval of international field trips, a detailed itinerary, supervision plan, and room assignments will be sent to parents/guardians. All such international trips are optional. Parent/guardian consent is required. * 30 days prior finalized roster and itinerary				X (tentative plan)
*Approval of international travel will be subject to the United States Department of State travel warnings. Travel warnings are issued when the State Department decides based on all relevant information, to recommend that Americans avoid travel to a certain country. No District sponsored international travel will be approved to any country as long as the worldwide caution (travel warning) is in effect.				