

Fossil Ridge High School

Process for *One Day or Less* Field Trip Request

This form is required for all educational travel that takes place for a single day or less and stays in Colorado (Cheyenne field trips can also be filled out on this form).

30 DAYS PRIOR TO YOUR TRIP:

Step #1 - Visit the PSD Risk Management/Field Trip Planning web page [HERE](#) to fill out the *Student Permission Form for Field Trip (One Day or Less)*. You will need to be logged in as Staff. Download a copy to your desktop.

Step #2 - Create an electronic list of a complete roster of eligible students who can attend this trip. (*Sara Smith will use this information to prepare any medication etc. that may be needed for this trip and instruct you as necessary.*)

Step #3 - Email the above information from Step 1 and Step 2 to Sara at sasmith@psdschools.org. Sara will give this information to the building principal to get official approval for your trip.

AFTER YOUR TRIP IS APPROVED:

Step #4 - As soon as your trip is approved, Sara will return your Student Permission Form to your mailbox. The Trip Sponsor (YOU) will use the copy to send to students/parents for completion prior to the trip.

Step #5 - Enter your absence [HERE](#) if you will be missing class(es) because of the field trip so that it can be approved with the correct coding.

Step #6 - Instruct your students to turn in the permission slip in the FRHS Main Office. Sara will update you on any missing forms so you can remind students.

48 HOURS PRIOR TO YOUR TRIP:

Step #7 - Sara will email you a final list of students attending the field trip.

Step #8 The Trip Sponsor (You) are required to have copies of the student permission forms on the field trip with you. **Please pick up hard copies from Sara Smith before you leave on your trip.**

DO YOU NEED TO ARRANGE TRANSPORTATION?: If transportation arrangements need to be made for your trip, please fill out a Bus Request Form [HERE](#) for a yellow or white bus and email it to Amy Slevin at aslevin@psdschools.org. Make your own copy, edit it in your Google Drive and submit it to Amy. If you are not a Department Chair, you will need to have your DC sign your form for approval before giving it to Amy.

ARE YOU CHARGING A FEE? If students are required to pay a fee to participate, please consult with Amy Spencer BEFORE submit paperwork for field trip approval.