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**Special Education Field Trip Approval Procedures**  
**Updated 02/10/2017**

1. Fully complete all sections of the field trip form.
2. Principal reviews, approves, and signs the field trip form. He/she logs the information onto to the school’s field trip summary form.
3. Make a copy of the form for your records.
4. Submit Field trip request form to Emily Winston, SpEd Department Secretary. Form will be reviewed, approved and signed by the SpEd Coordinator (if Preschool and Self Contained) and Supervisor of Special Services.
5. Signed form will be faxed to the Central Office and to your school.
6. Once the school board has approved the trip/activity *(During the School Board Meeting scheduled every first Tuesday of each month),* contact the Transportation Department to request for a bus.

**Note:**

\* Please DO NOT send a copy of the field trip form to the Central Office! The SpEd Department will do this for you.

\* Comply with the due dates below:

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| TRIP DATES | Forms MUST be turned in on or before |
| March 20th – April 7th | February 27th |
| April 10th – May 5th | March 27th |
| May 8th – May 19th | April 20th |