



St. Mary's International School

Field Trip/Excursion Request Form (Administration Approval)

Basic Instructions

This packet is available at www.smis.ac.jp as a downloadable pdf file. The fields that are required to be completed include fields that can be populated digitally to make it easier to complete. Please complete the form and print it in duplicate. One copy for the building office Principal and one for the front office.

Generally, 1:10 Adult to Student ratio is required.

* Before you begin please check with the various coordinators to avoid conflicts.*

Did you check with the: IB Coordinator?

Did you check with the: Athletics Coordinator?

Did you check with the: Fine Arts Coordinator?

TRIP INFORMATION TO BE COMPLETED BY TEACHER FOR ADMINISTRATION:

School Level:	Grades:	RP	1	2	Student total #	Adult total #
ES		3	4	5		
MS		6	7	8		
HS		9	10	11		
		12				

Destination:

Address:

Phone or Contact Info:

Departure Date:

Departure Time:

Return Time:

Class(es)/Group Attending:

Teacher Supervising Trip:

Emergency Contact # During Trip:

Supervising Teacher's E-mail:

Briefly describe Itinerary and Activities (Attach all additional information to this form):

Teachers/Staff/Chaperones:

Contact Information

Describe mode of transportation for each leg of the trip:

Describe how this trip aligns with grade level standards, supports the teaching and learning component of your class, including related activities prior to the trip and student follow-up activities that will occur after the field trip/excursion:

Trip Costs:

Transportation:

Method	Bus	Special circumstances should be included here:
	Train	
	Taxi	
	Family	
	Other	

Cost of Transportation	Source of Funds:
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Lodging Costs:

Method	Hotel	Special circumstances should be included here:
	Billet	
	N/A	
	Other	

Cost of Lodging	Source of Funds:
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Program Admission Costs:

Student Admission Cost

Adult Admission Cost

Total Admission Cost	Source of Funds
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Substitutes:

Are Substitutes Needed? Yes Note: If you answered yes, please ensure that lesson plans are submitted to your building office at least 3 days before the trip
No

Approval

Building Administrator	Trip aligns with grade level standards	Approved	Yes
	Trip purpose, transportation, supervision plan, safety parameters and funding are appropriate		No
	Organization(s) involved in the trip have expertise in operating student trips		Pending

Tentative Student List:
(To be confirmed after registration)

Building Principal Signature of Approval: _____

HS Assistant will :

- 1) Complete a cover sheet to forward to the main office**
- 2) Scan this document**
- 3) Forward this document to the SMIS Office Staff**

cc: Principal and Assistant Principal