



**PERMISSION TO PROCEED WITH FIELD TRIP AND EXCURSIONS
(WITHIN WESTERN CANADA) PLANNING FORM**

PURPOSE OF THIS FORM

As per [Regulation IJOA](#), the purpose of this form is to receive initial approval of the Principal for the proposed trip.

Step 1: Prior to notifying students or parents about trip plans and making any final booking arrangements, the trip leader is required to **submit this form** to receive *approval in principle for the concept of the trip (by providing basic information such as planned destination, grade and number of students, dates and purpose.*

<p>DAY TRIPS are approved by PRINCIPAL</p>	<p>The Field trip leader submits this form to the Principal for approval. Permission to proceed with daytime field trip planning is granted by the Principal, based on compliance with Regulation IJOA.</p>
<p>HIGH SCHOOL OVERNIGHT TRIPS are approved by PRINCIPAL</p>	<p>The Principal, not the district, grants approval for <u>Senior High Overnight Trips Within Western Canada</u>. The Principal, however, shall provide notification of these trips to the District, by sending a copy of this signed form, along with the completed Step 2 - Field Trip Proposal Form to the Area Superintendent, at least three weeks in advance of the trip.</p> <p>The field trip leader submits this form to the Principal, who approves the trip following an initial review of the risk assessment and curriculum fit. Principal approval to proceed with planning for overnight trips is based on compliance with Regulation IJOA, the Procedures Manual and the Risk Management Manual.</p>
<p>JUNIOR HIGH SCHOOL OVERNIGHT TRIPS are approved by the DISTRICT</p>	<p>The District grants approval for <u>Junior High Overnight Trips Within Alberta</u>. The Principal shall first sign, then forward to the Area Superintendent at least two months in advance of the proposed trip dates. Once approval to proceed with planning has been received by the Principal, the field trip leader may then begin planning the details of this trip.</p>

Name of School _____ Principal _____

Field Trip Leader(s) Name(s) _____

Estimated No. of Students _____ Grade of Participants _____ Planned Dates of Trip _____

Field Trip Destination _____

Purpose of Trip

APPROVED by Principal **NOT APPROVED by Principal** (check one)

_____ Date

Signature of Principal

**LETTER OF CONFIRMATION FOR
JUNIOR HIGH SCHOOL OVERNIGHT TRIPS WITHIN ALBERTA**

School _____ Trip Dates _____

Trip Leader _____

Trip Destination and Purpose _____

A **PERMISSION IS GRANTED** to proceed with planning the above trip if all of the appropriate signatures have been given in the signature box below. (Once all planning are known, complete and submit *Step 2: Approval of Field Trip Proposal Form* and provide any required attachments (i.e., detailed itinerary, etc.)

or

B If comments appear below, and this box is checked, this trip is **NOT APPROVED**. Your field trip proposal has been carefully reviewed, unfortunately, we must advise you that approval cannot be granted for this field trip proposal to proceed, for the following reasons:

Signature Box

Day Trips require only the Principal's signature on the "STEP ONE: Permission to Proceed with Field Trip Planning Form"

Overnight Trips require the signatures of: (1) Principal (on the form, "STEP ONE: Permission to Proceed With Field Trip Planning"), submitted to your Area Superintendent.
 (2) Area Superintendent (on this form after first receiving the signatures of:
 (3) Instructional Services and Business Services

Risk Assessment - Business Services (Name)	Signature	Date
Curriculum Fit - Instructional Services (Name)	Signature	Date
Area Superintendent	Signature	Date