CINCINNATI PUBLIC SCHOOLS

APPROVAL FORM

INTER-OFFICE CORRESPONDENCE
Office of the Deputy Superintendent and
Assistant Superintendents * Fax: (513) 363-0055

DATE: **August 17, 2016**

TO: **Principals**

FROM: **Catherine L. Mitchell, Gabriel E. Lofton and William M. Myles**

RE: **Field Trips Outside of the City Limits (more than 40 miles), ALL Overnight and International Travel**

If you plan to travel **more than 40 miles outside of the city limits, stay overnight (distance does not matter), or international travel, <u>complete the below portion of this form</u>** and **<u>return to my office before</u>** the scheduled field trip. As Principal, you need **to review and approve all travel plans** to ensure that the **guidelines** for travel have been followed and **staff members supervise** the field trip. Also, keep a copy of the final field trip itinerary on file.

It is absolutely essential all efforts are made to ensure that all travel relates to educational goals and objectives. According to the guidelines adequate adult supervision must be provided. It is important all required payments have been made and arrangements confirmed **before leaving on the trip**.

Remind staff that you should be notified if it becomes necessary, while traveling, to alter the field trip itinerary in any way. Please return this completed form to your supervisor via email or fax (363-0055) before the scheduled trip.

School Name: __   **Principal:** __

Destination (Name and Location): __

Departure Date/Time: __   **Return Date/Time:** __

Administrator/Teacher in Charge: __   **Mobile Phone Number:** __

Emergency Contact Name: __   **Mobile Phone Number:** __

Chaperone Name / Mobile Number

__ / __   CPS Employee: __ yes __ no

__ / __   CPS Employee: __ yes __ no

__ / __   CPS Employee: __ yes __ no

__ / __   CPS Employee: __ yes __ no

The above listed chaperones have completed the required background checks as required on the attached CPS Office of Safety and Security Services District Form 8475-1F1 before travel.

Total number of Students (approximate): __   **Total number of Adults (approximate):** __

Mode of Transportation: __

Miscellaneous: __

(OGC Revised 8/12/2016)