

# THE SCHOOL DISTRICT OF PHILADELPHIA

## Class Trip Request Form (EH-81)

SCHOOL: \_\_\_\_\_ REGION: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

**PERMISSION IS HEREBY REQUESTED FOR CLASS VISITS LISTED BELOW**

\_\_\_\_\_  
PRINCIPAL

### DIRECTIONS

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Use a separate EH81 for each class trip</li> <li>2. Names of adults accompanying students (1 adult to 10 students) within State; 1 - 5 out of country</li> </ol> | <ol style="list-style-type: none"> <li>3. See reverse side for additional guidelines for class trips</li> <li>4. No school police as chaperones for class trips</li> </ol> |
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TEACHER	GRADE OR GROUP	NUMBER OF STUDENTS	PLACE TO BE VISITED (GIVE LOCATION)	DATE (MO. DAY)	TIME LEAVING SCHOOL	TIME RETURNING TO SCHOOL	BUS SERVICE REQUESTED (YES - NO)	APPROVED (✓)	
								REGIONAL SUPT.	SCHOOL & ADM. SERVICES

Complete the following information:

- Cost per student: \_\_\_\_\_
- Name of Transportation Provider (from approved vendor list): \_\_\_\_\_
- Name of Transportation Provider (from outside vendor with approved insurance): \_\_\_\_\_
- Funding Source (Indicate method of payment): \_\_\_\_\_

Required information to be attached:

- Itinerary
- Names/ID numbers of students attending
- ACORD certificate approved by Risk Management where applicable (please refer to 'Revised Insurance requirements for Class Trips').
- Names / Number of Chaperones
- After school hours identify how students will return home

No child will be excluded due to cost  
 Every student will wear an identification badge  
 Lead Teacher will be in possession of the names and telephone numbers of students/parents

Sign both sides of the EH-81

REGIONAL SUPERINTENDENT	DATE	OFFICE OF SCHOOL OPERATIONS	DATE
NCLB LIAISON <small>(signature required if using Title I Funds)</small>	DATE	HEALTH, SAFETY AND PHYSICAL EDUCATION/ATHLETICS <small>(signature required for sports/athletic events)</small>	DATE

## GUIDELINES FOR CLASS TRIPS

### REFER TO POLICY AND PROCEDURES MANUAL, SECTION NO. 103.1 TO 103.5

#### TRIPS WITHIN / OUTSIDE PHILADELPHIA

1. Trips to museums, the Zoological Gardens, industrial plants, places of historic or community importance, radio and television studios, and to rehearsals or performances sponsored by the School District are approved.
2. Trips to Amusement Parks **will not** be approved (exception: when students are invited to participate in a scheduled academic competition and/or a performance proper documentation i.e. the official invitation must be attached to the EH-81). However, Amusement Park Rides continue to be disapproved.
3. Supervision for trips must be one adult per ten students, outside the continental U.S. 1 to 5 provided for trips, the following personnel and/or services must be provided on specialized trips:
  - a) **Swimming or boating - an adult certified in one of the following:**
    - Senior lifesaving (American Red Cross)
    - Philadelphia School District Swimming Certification
    - Water safety instructor (American Red Cross)
    - Y.M.C.A Pool Director Certification
  - b)  **Skiing**
    - Certified ski instructor (may be a staff member at the resort)
    - First-aid facilities
  - c)  **Ice Skating**
    - Instructor (may be a staff member at the rink)
    - First-aid facilities
  - d) **Tobogganing (only on snow surfaces)**
    - First-aid facilities
  - e)  **Other sport trips**
    - An adult certified in the sport
    - First-aid facilities
4. Trips extending beyond city curfew are not approved; responsible adults must meet students at a designated location when students return from a trip in the evening, and school personnel must remain until all students have been met.
5. Trips that exclude students who cannot meet financial costs are not approved.
6. Trips that are sponsored privately by individuals, including any staff members, or groups are not approved; there is to be no dissemination of information, collection of funds, use of class lists, or solicitation of students.
7. Private vehicles may not be used by school personnel to transport students on trips.
8. State how the class trip ties into the core curriculum planning, scheduling, timeline or grant activity.