



Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: Rockford High School
 Group/Class: Rockford High School Jazz Band
 Teacher(s)/Advisor(s) submitting request: Jerald Ferding
 Estimated number of students participating: 20
 Destination: Bemidji, MN - Bemidji State University Campus
 Address: 1500 Birchmont Drive NE, Bemidji, MN 56601
 Education and/or activity objectives: Jazz Festival - Performance, clinic for the high school jazz band
 Dates of the trip: February 7-8, 2026
 Days absent: When school is in session: 0
 Non-school days/vacation time: 2
 Estimated cost per student: \$75.00 plus 3 meals
 Source of funding: Student: X District: yes - bussing Other: _____

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: [Signature] Date: 10/7/25
 Superintendent (or designee): _____ Date: _____

Final Approval should be submitted to the Superintendent no later than: _____

STEP Two: Preliminary Trip Planning

- ☐ Consult Policy 610R Field Trips for detailed guidelines for trip planning and preparation.
- ☐ Meet with parents and students to determine interest.
- ☐ Ensure that reasonable accommodations are made for students with disabilities.
- ☐ Prepare and submit the FINAL APPROVAL form and submit to the building principal.
 - o **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
 - o Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

- ☐ Submit FINAL APPROVAL form.
- ☐ Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
- ☐ FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy