Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: _____Rockford High School_____

Group/Class: _____Boys Basketball_____

Teacher(s)/Advisor(s) submitting request: ___Mr Tauber_____

# of students: ____28_____ # of school personnel: ____4_____ # of chaperones: _____

Destination: ____Winona State University_____ Address: ____Winona, MN_____

Have students received teachers' approval to miss class? Yes _____ No __N/A___

Departure Date: _12/29/2026_____ Departure Time: __8:00am_ Return Date: _12/30/2026___ Return Time: _9:00pm___

Days absent: When school is in session: _____ Non-school days/vacation time: _____1 night_____

Have reasonable accommodations been made for students with disabilities? Yes __X__ No _____ For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes____ No__ For trips outside the Continental US and those using a travel services, provide the name of the travel service:

_____

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: _____1 bus_____ N/A: _____

_____ Public Transportation _____ Contracted Transportation: _____receiving a quote from Holt__ *(Name of Service; attach contract)*

Place of lodging: _____The Plaza Hotel_____ Dates: _____12/29-12/30, 2026_____

COSTS: (Estimate per student)

Transportation__ approx $100?_ Expenses to be paid by the district $*bus only*_, using Booster club funds____ Meals $_approx $60__ Expenses to be paid by special funds $ ___0_____ Substitute Teachers $__0_____

Lodging $approx $1500 paid for with fundraising money_ Explain special funding and/or procedures for handling instances of economic Other (fees, ins) $_____ need: _____ Total $_bus cost only from district_____

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: _____ Date: 11/16/26

Superintendent (or Designee): _____ Date: 11.17.26

Board Approval: Yes _____ No _____ Date: _____

Comments _____

Distribution: *Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy* **03/22**