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: _____Rockford Robotics_____

Teacher(s)/Advisor(s) submitting request: _____Holly Kimball_____

# of students: __13___ # of school personnel: _____1__ # of chaperones: ____4_____

Destination: _____DECC_____ Address: _350 Harbor Drive, Duluth, MN 55802___ Have students received teachers' approval to miss class? Yes _____ No __x___ working on email to teachers

Departure Date: _____Feb 28th_____ Departure Time: ___2:45pm____ Return Date: ____Mar 2nd____ Return Time: ___6:00 pm___ Days absent: When school is in session: _____2_____ Non-school days/vacation time: _____2_____ 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_n/a__ 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? ____n/a _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____n/a_____

TRANSPORTATION: Attach request if using district transportation.

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

___x___ Public Transportation _____ Contracted Transportation: _____ *(Name of Service; attach contract)*

Place of lodging: _____Holiday Inn_____ Dates: _____2/28 through 3/2_____

COSTS: (Estimate per student)

Transportation $_____ Expenses to be paid by the district $_____ Meals $_300

Expenses to be paid by special funds $ _____ Substitute Teachers $_____

Lodging $_140 per student Explain special funding and/or procedures for handling instances of economic Other (fees, ins) $_____ need: _____ Total $ 440 per student

$6000 for registration was paid by school and included basic parts for Robots

½ students paid for hotel through fundraising since Sept, all others will pay via check. Robotics has funds to cover if needed

Students will pay for their own meals except breakfast which is provided by hotel daily.

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: 2/13/26

Superintendent (or Designee): _____ Date: _____