



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 Middle School Center for Environmental Studies

Group/Class: Class of 2032

Teacher(s)/Advisor(s) submitting request: Jamie Madison

of students: 125 # of school personnel: 9 # of chaperones: 15

Destination: Deep Portage Learning Center Address: 2197 Nature Center Dr
Hawkes Creek, MD 20452

Have students received teachers' approval to miss class? Yes No

Departure Date: 10-21-26 Departure Time: 8:30am Return Date: 10-23-26 Return Time: 11:30

Days absent: When school is in session: — Non-school days/vacation time: —

Have reasonable accommodations been made for students with disabilities? Yes 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: 3 N/A: _____

Public Transportation _____ Contracted Transportation: 4.0 Transportation
(Name of Service; attach contract)

Place of lodging: Deep Portage Learning Center Dates: 10-21-26 - 10-23-26

COSTS: (Estimate per student)

Transportation	\$ <u>41</u>	Expenses to be paid by the district	\$ <u>400 (snacks)</u>
Meals	\$ <u>3 (snacks)</u>	Expenses to be paid by special funds	\$ _____
Substitute Teachers	\$ _____	Explain special funding and/or procedures for handling instances of economic need: <u>scholarships available for families in need</u>	
Lodging	\$ _____		
Other (fees, ins)	\$ <u>168</u>		
Total	\$ <u>212</u>		

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 signature.

School Principal: [Signature] Date: 3-25-26

Superintendent (or Designee): _____ Date: 3.25.26

Board Approval: Yes _____ No _____ Date: _____

Comments _____