



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: RMS - CES
 Group/Class: 2025/26 6th Grade
 Teacher(s)/Advisor(s) submitting request: Janice Madison
 # of students: 130 # of school personnel: 10 # of chaperones: 8
 Destination: Deep Portage Learning Center Address: 2197 Nature Drive NW
Heckensack MN 56452
 Have students received teachers' approval to miss class? Yes ☒ No ☐
 Departure Date: 9.22.25 Departure Time: 8:30 Return Date: 9.24.25 Return Time: 3:30
 Days absent: When school is in session: 3 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: —
 (Name of Service; attach contract)

Place of lodging: Deep Portage Learning Center Dates: 9.22.25 - 9.24.25

COSTS: (Estimate per student)

Transportation	\$ <u>5000/140 = 35</u>	Expenses to be paid by the district	\$ <u>300 (school nurse)</u>
Meals	\$ <u>—</u>	Expenses to be paid by special funds	\$ <u>—</u>
Substitute Teachers	\$ <u>↓</u>	Explain special funding and/or procedures for handling instances of economic need: <u>Families can apply for</u>	
Lodging	\$ <u>—</u>	<u>scholarship funds</u>	
Other (fees, ins)	\$ <u>180/student</u>		
Total	\$ <u>200 - dependent on final invoice</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 signatures.

School Principal: Paul W. [Signature] Date: 3-12-25

Superintendent (or Designee): Jeffrey P. Riddle [Signature] Date: 3.17.25

Board Approval: Yes ☐ No ☒ Date: —

Comments: —

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

03/22