

Field Trip Cheat Sheet

Type of Field Trip	Is Pre-Approval Required (Form 27.99)	Forms/Links	Deadline that Forms 28.00 and 28.01 must be approved by Board of Trustees
Foreign Country	Yes Pre-Approval Form	Form 28.00 and 28.01 (Required)	100 Days
Cost to Student is \$500 or more. <ul style="list-style-type: none"> - Over 100 miles - and/or Overnight 	Yes Pre-Approval Form	Form 28.00 and 28.01 (Required)	60 Days
Cost to Student is \$500 or more. <ul style="list-style-type: none"> - Local (less than 100 miles) 	Yes Pre-Approval Form	Form 28.00 and 28.01 (Required)	30 Days
Cost to Student is \$100-\$499 <ul style="list-style-type: none"> - Over 100 - and/or Overnight 	No	Form 28.00 and 28.01 (Required)	60 Days
Cost to Student is \$100-\$499 <ul style="list-style-type: none"> - Local (less than 100 miles) 	No	Form 28.00 and 28.01 (Required)	30 Days
Cost to Student is less than \$100	No	Form 28.00 and 28.01 (Required)	Site Admin approval is needed 30 Days prior to trip. Form 28.00 and Form 28.01 are still required.
Non-School Sponsored Trip	No	Non-School Sponsored Trip Google Form	Submit to site Admin 30 days prior to trip.