

EXTENDED FIELD STUDY APPLICATION (Step Two)

Final

NOTE: Approval for Extended Field Studies is a two-step process. This form must be completed as the final step when requesting the Principal's and Assistant Superintendent's approval for an Extended Field Study as per [Policy 8901](#) and [Regulation 8901.2](#). Please submit this application at least 3 months prior to departure for activities involving international travel or air travel, and 6 weeks prior to departure for all other field studies.

Please attach a copy of the approved Preliminary (Step One) form.

School: _____

Date final form submitted: _____

A: General Description

1. Destination _____

2. Has the Government of Canada published a travel advisory which recommends avoiding travel to this country or region?

Yes No

What is the Government of Canada's travel advisory for this country or region? _____

3. Dates of field study _____

4. Number of school days required (if any) _____

5. Attach the [Student Database Form](#) of participating students.

6. Attach copies of the [Supervisor Information Sheets](#).

7. a) Name of Educator-In-Charge _____

b) Names of supervisors (indicate male/female and relationship to the student group – e.g. teacher, parent, volunteer, etc.)

Name	M/F	Relationship/Role	Name	M/F	Relationship/Role
1.			4.		
2.			5.		
3.			6.		

c) Names of supervisors qualified to provide First Aid _____

d) Names of supervisors with first-hand knowledge of customs and culture of country being visited _____

8. Method of travel and name of carrier(s) _____

9. Attach a detailed itinerary (including activities, curfews, flight times, etc.)

10. Has there been an appropriate safety assessment and, if necessary, a follow-up safety plan?

Yes No

11. Have all parents/guardians completed the [Field Studies Medical Form for Outdoor and/or Overnight and/or Out of Province](#), and will one copy go with the supervisors on the field study, and will one copy be retained at the school?

Yes No

12. Have all students and parents/guardians completed the [Informed Consent and Release of Liability](#) form.

Yes No

13. Have all supervisors who are non-district employees completed a criminal record check (PIC-VS), and is there a copy of this criminal record check (PIC-VS) on file in the school office?

Yes No

14. Attach a copy of all written communication from the school to parents.

B: Planning Details

1. Instructional Learning Time

a) Describe the educational preparation students will receive prior to the field study.

b) What follow-up educational activities are planned for the students?

2. Supervision

a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended?

b) If students regularly assigned to supervising staff will not be participating in the field study, what measures have been taken to assure that the quality of instruction these students will receive during staff absence is suitable?

3. Student Access

a) Describe the identifiable group that is planning to travel. Include activities/meetings other than this trip in which the group participates.

b) Have any students been excluded because of an inability to pay for the travel?

c) What arrangements have been made for students who require financial assistance?

4. Funding

a) What is the total per student cost for the field study? \$ _____

**b) Of the total per student cost, how much is each student required to pay?
\$ _____**

c) What is the source of funds and amounts when there is a difference between (a) and (b)?

d) How much is each supervising staff required to pay? \$ _____

- Is any portion of a supervisor's trip subsidized, or is a supervisor receiving any other consideration? Yes No

- If so, please provide details: _____

- Has there been a full disclosure to parents regarding these arrangements? If so, please attach a copy of the document.

Yes No

e) What is the total cost of the field study? \$ _____

f) If a commercial tour company has been used to assist in the arrangements, please provide:

Agency name _____

Contact name _____ Phone number _____

g) If TTOC time is required, how will the cost be borne? (Department Head Release Days are generally not appropriate for coverage during an Extended Field Study).

5. Insurance Coverages

a) Have arrangements been made to assure that all participants have:

- i. Health insurance Yes No
- ii. Cancellation insurance Yes No
- iii. Accident insurance Yes No

b) Explain the arrangements that have been made to ensure that all participants have appropriate medical insurance if travelling out of the province or country.

6. Other

a) If travelling out of the country, what provisions have been made regarding proof of citizenship or immigration status, and required vaccinations?

C. Retention of Key Documentation

Following approval from the Assistant Superintendent, it is expected that the Principal will retain on file documentation indicating that:

- parents are informed in writing of expectations regarding student behaviour;
- a written plan has been developed and communicated to all involved concerning actions that will be taken should a serious problem with student health or discipline emerge; and
- parents are notified in writing that should the extended field study have to be cancelled for any reason, the District is not responsible for any costs involved.

PRINCIPAL'S SIGNATURE:

EDUCATOR-IN-CHARGE SIGNATURE:

OTHER EDUCATOR(S) SIGNATURE:

Please e-mail a copy of this form to supr-office@surreyschools.ca for Assistant Superintendent approval.

FINAL APPROVAL FOR EXTENDED FIELD STUDY

School

Travel Dates

Destination

Purpose

Approval Date

Assistant Superintendent's Signature:

Comments:

[Informed Consent and Release of Liability](#) form required

Yes

No