**ALLEGHENY EAST CONFERENCE CORPORATION OF SDA** 

**Office of Education (AECOE)**

**Day Field Trip Request Form**

**\*revised 02/27/2024\***

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**1.** The Allegheny East Conference Office of Education (AECOE) in close cooperation with the local school, uses this form to process the requests for day field trips by Adventist schools originating in the Allegheny East territory.

**2.** This form must be completed and submitted for processing along with the following attachments:

**a.** Detailed itinerary

**b.** A copy of the parent/guardian consent and liability release form

**c.** Confirmation and description of insurance provided for all participants.

**d.** Detailed list of chaperones \*\*\* Chaperones must have completed the shield of

Vulnerable and the state criminal background check\*\*\*

**e.** List of trip participants

**f.** Health Information Form for each student

**g.** Medication Authorization Form

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| --- | --- |
| **Name of School:**  | **Date(s):**  |
|  |  |
| **Destination:** |
| **Name of Trip:**  | **Date(s) of Trip:** |
| **Date governing board** **approved trip:**  | **Number of** **Students:**  |
| **Purpose of trip:**  |

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**School Principal** *(Please Print)* **Signature**

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**School Board Chair** *(Please Print)* **Signature**

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| **For AEC Office of Education Use Only:** Approved by conference Office of Education: Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AEC Superintendent of Schools Date |

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