In order to meet the requirements for FAPE (free and appropriate education) students with medical needs may require a nurse or nursing services during a field trip. Furthermore, per Educational Law 34 C.F.R. §104.37(a)(1), a student cannot be asked not to go on a field trip due to a medical condition or other disability. Therefore, to ensure compliance, the District has revised the applications for short-term and long-term leave for student travel (field trip forms). There are two major changes to the applications, as outlined below.

First, after the principal has approved a field trip, the school nurse must be notified of the field trip. The form has been amended to include a line for the nurse’s signature, which will indicate that s/he has been notified of the trip. Per Board of Education Regulation 8460R, forms must be completed at least three (3) weeks prior to day trips and at least six (6) weeks prior to overnight trips. Adhering to this will allow the school nurse ample time to examine the list of students attending the planned activity ahead of time and provide nursing accommodations as needed.

School nurses have been provided with a parent designee form, which will allow parents to designate another adult in those instances when a parent cannot attend the planned activity. If the parent chooses not to designate another adult for administration of medication, or where a student needs full time skilled nursing, the school nurse, having been notified in a timely manner, will be able to request and provide accommodations as needed.

Second, all applications for short-term and long-term leave for student travel must be submitted to the Office of School Performance for approval; in the past, only those outside city limits were required for approval.

Please contact the Office of School Performance (816-3703) if you have any questions.