



Denver Public Schools Instructional Superintendent's Office

OFF CAMPUS TRIP APPLICATION INSTRUCTIONS AND CHECKLIST

In accordance with DPS Policy JJH and JJH-R, all Off Campus Trips must be approved by the building principal and Instructional Superintendent.

Submit your application at least three (3) weeks prior to a planned Off Campus Trip. In the event an Off Campus Trip is necessary for post-season athletic activities and academic events; your application must be completed and submitted immediately. Application and other related forms may be found at: <http://riskmanagement.dpsk12.org/forms>

FORMS REQUIRED IN ORDER FOR YOUR APPLICATION TO BE PROCESSED AND APPROVED

- Completed and signed application.
- Detailed itinerary - include the names, address and phone numbers of location of trip.
- Phone Tree - include names and phone numbers.
- Emergency Procedures - establish a plan in case of illness, accident disciplinary problems or weather related.
- Short Leave of Absence forms for **all** DPS personnel who will be attending the trip.
- List of students - include their name, address and phone number.

Submit the above paperwork to Bernadette Apodaca in the Instructional Superintendent's Office, 900 Grant Street, Room 706.

FORMS PARENTS/STUDENTS NEED TO COMPLETE

- Durable Power of Attorney (This form needs to be notarized.)
- Release Agreement

The forms stay in the possession of the person in charge of the trip until the trip is over.

APPROVED APPLICATIONS AND STUDENT INSURANCE PREMIUMS

Your application and supporting paperwork will be processed and a trip number will be assigned. Once approved, you will receive in school mail, a copy(s) of the following for your records:

- Approved application
- Trip Insurance Memo - *This memo is to our Risk Management Department stating your school is going on an Off Campus Trip and that it has been approved.*
- Journal Entry Memo - *This memo indicates how much the insurance premium is owed for the student insurance. Your payment can be a journal entry (directly on the memo) or you can submit a check to payable to Treasurer, School District #1. Payments need to be sent to Risk Management @ Del Pueblo, C/O Yolanda Encinias.*

For other questions or for additional information, please email: bernadette_apodaca@dpsk12.org or you may call her at (720) 423-3051.