

**Appendix A – FIELD TRIPS APPROVING AUTHORITIES**

All Division Approved field trips require prior written approval from the designated authority as indicated in the following charts.

<b>DURATION</b>	<b>DESTINATION</b>	<b>APPROVING AUTHORITY</b>	<b>DEADLINE FOR REQUEST FOR APPROVAL IN PRINCIPLE</b>	<b>DEADLINE FOR REQUEST FOR FINAL APPROVAL</b>
Any length of time	<b>CATEGORY A</b> Within Community	Principal	Determined at School	Determined at School and filed with the Office of the Superintendent
Any length of time	<b>CATEGORY B</b> Within Alberta	Principal	Determined at School	Determined at School and filed with the Office of the Superintendent
Any length of time	<b>CATEGORY C</b> Outside Alberta but within Canada	Office of the Superintendent	Determined by Office of the Superintendent	Submitted three (3) months prior to date of departure for approval by the Office of the Superintendent
Any length of time	<b>CATEGORY D</b> Outside Canada	Board	Submitted minimum six (6) months prior to proposed date of departure to Office of the Superintendent for review	Submitted three (3) months prior to date of departure to the Office of the Superintendent for approval at Public Board Meeting

It should be understood that longer duration (with its potential impact on instructional time) and/or greater distance (with its potential impact on associated risks) will require increased evidence of alignment with curricular objectives.

Exceptions to the deadlines may occur at the discretion of the approving authority.