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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: FIELD TRIPS

Code: DD0100

Policy Reference: N/A

Field trips for educational purposes consistent with the objectives of the course are permitted when properly planned and authorized. Planning involves contacting the company or organization to be visited, preparation of the class to the end that the objectives of the trip will be realized, instruction of the class as to trip details, and arranging for transportation.

Field trips involving High School Contract students must be by common carrier and must originate and terminate at the school.

Instructors are to:

1. Obtain the written authorization of their supervisor prior to the field trip.
2. Obtain Form G:45 from their supervisor and have the students sign the form prior to the field trip.
3. Return Form G:45 to their supervisor after all participating students have signed the form. This form will be retained by the supervisor.

High School Contract Division

Instructors are to:

1. Obtain parental consent slips from the High School Contract office for all High School Contract students under the age of 18 going on field trips.
2. Return the signed parental consent slips to the High School Contract office prior to the field trip.
3. Follow Steps 1 through 3 above.

Office of Responsibility: Student Services

Approving Authority:

Kathleen Christensen
Vice President, Student Services

Date: 1/6/95
