******

***Excursion Tips and Tricks***

Scheduling trips can be a stressful and a tedious process, but with these tips it will make it easier when requesting trips throughout the school year.

BEST DAYS AND TIMES TO REQUEST EXCURSIONS

* It is always best to make sure you submit your request well in advance, as everything is first come first serve, and trips will only be approved based on availability.
* When requesting trips, it is always best to plan around certain days if possible. Trips are more likely to get approved if requested on certain days of the week.
* Best days for trips are Monday-Wednesday. These days tend to be the least full when it comes to excursions. Fridays tend to be the heaviest days as this is a popular day for trips and also it is a big early out day for schools.
* Be aware that October, November, April and May are heavy months for excursion trips. Please get trips in sooner than later.

APPROVALS AND REJECTIONS

* Trips will be approved or rejected within 10 business days after submission.
* For approvals on requested trips in trip tracker, when a trip is approved a notification will be sent to your DPS email. If you are wanting notifications to go to another email address, you will need to take the necessary steps to have that email forwarded.
* If a trip has been rejected, you will receive a notification. Along with that notification there will be a small explanation as to why your trip was rejected, and a link to the athletic/excursion guidelines.
* Please make sure to always check your email for notifications, if you have submitted any trips.
* Charter information will also be given with rejection, as another option to book your trip with an approved charter company.

TRIPS OUTSIDE OF THE DENVER BOUNDARY

* When booking trips that are outside the Denver boundary, please be aware of your return time for far away trips i.e. Mountain trips, farm trips, Colorado Springs trips.
* For trips with far distances (Monday-Friday), the pickup time from your trip will need to be a time that gets you back to your school by 1:30pm. With traffic and distance, we want to make sure our drivers are able to make it back to the city to pick up students from school and take them home.
* Saturday Hours are more flexible, please refer to [transportation.dpsk12.org](Excursion%20Tips%20and%20Tricks.docx) for more information.
* Please be aware that our yellow buses do not service any excursion North of Fort Collins, South of Colorado Springs, Northwest of Boulder, or West of Evergreen. Please keep this in mind when requesting your trips.

CANCELLATIONS/REBOOKING

* When cancelling a trip with excursions, please notify excursions no less than 24 hours. This will give us more than enough time to notify our drivers and the terminal of the cancellation.
* An email will need to be sent to the athletic\_excursions@dpsk12.org with any cancellation request.
* When a trip needs to be canceled due to weather, let excursions know as soon as possible, to avoid still being charged for the buses. If a trip needs to be canceled due to day of weather, please notify excursions by 7am that morning.
* When the district cancels because of weather or any other circumstances, there will be no charge and no email is required.
* To rebook trips that are canceled due to weather or any circumstance outside of our control, submit your request into trip tracker as soon as possible with the new date as everything will still be first come first serve.
* Be aware when rebooking, if you are trying to book on that same week, same guidelines and rules apply as trips need to be requested more than 10 business days in advance.
* If the district decides to close for any reason and trips are canceled, it will still be the schools responsibility to submit a new trip in tracker with the new date they wish to take the trip.

SPECIAL EVENTS

* Please look at the calendar in trip tracker to be aware of any special events or events that may affect availability for your trip.
* The Major Events that will be closed specifically for those events are: The Denver Ballet Guild, 8th Grade Career Fair, 9th Grade Expo, Weather/Science Fair at Coors Field, Shakespeare Festival, DSST Signing Event, and Strive Signing Event. No other excursions will be accepted on these event days.
* Some days may have an event, but we will still accept other excursions on those days. Please take a look at the calendar to see notes for those events as there will be limited availability for some of those days.
* If you have questions about availability on some special event days, please feel free to reach out to [athletics\_excursions@dpsk12.org](athletics_excursions%40dpsk12.org)