

FIELD TRIP Planning & Permission Form

(Overnight and Out of State Field trips MUST be approved by School Committee during a regulary scheduled meeting)

Teacher(s) planning trip:

Date(s) of the Trip:

Destination:

Time Leaving:

Time Returning:

Contact Phone # During Trip:

Method of Transportation:

Number of adult chaperones (must have a CORI check):

Number of students participating:

Trip cost and financing (includes total cost of travel, accommodations, food, admissions, etc) Financing includes fund raising, department budget, student payment, etc) If needed attach a cost and financing breakdown.

Actual Cost per student (please provide breakdown, ie. bus, admission etc.):

Relationship of the trip to curriculum:

Outline learning outcomes:

Outline outcome assessment:

Coverage(s) needed:

- List of anticipated students planning to attend the trip must be sent to nurses at least 1 month prior to trip.
- For overnight or out of state trips, please notify the nurse of the trip prior to school committee approval. List of anticipated students must be sent to the nurse at least 2 months prior to trip.
- A list of students will be sent to faculty **5 days** prior to the trip and their attendance confirmed prior to departure.
- Inform Main Office of your field trip and discuss coverage as soon as possible.
- Please initial: _____

Department Chair Approval: _____ Date: _____

Principal Approval: _____ Date: _____

Nurse Approval: _____ Date: _____

If School Committee Approval needed (Out of State or Overnight, please forward to Superintendent's Office

