

FIELD TRIP Planning & Permission Form (revised 12-2022)

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

Teacher(s) planning trip:

Date Submitted:

Class, Club or Activity:

Destination:

Date(s) of the Trip:

Time Leaving:

Time Returning:

Method of Transportation:

Name of Primary Staff Chaperone:

Contact Phone # During Trip:

Number of students participating:

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

Trip cost / financing: (includes cost of travel, accommodations, food, admissions, etc) Financing includes fund raising, department budget, student payment, etc) For overnight or out of state travel, please include a cost breakdown (see sample on website.)

Final per student cost:

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 final 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 (Overnight or Out of State), form must be received by central office at least one week prior to the meeting date.