

HARRISON PUBLIC SCHOOLS

FIELD TRIP REQUEST

BUS CONFIRMED	
INITIAL _____	DATE _____

NAME OF SCHOOL _____

DATE OF TRIP _____

TIME OF DEPARTURE _____ RETURN TO SCHOOL _____

DESTINATION _____

NAME OF PARTICIPATING GROUP _____

STUDENT COST (i.e.; ticket cost, etc) _____ TRIP COST (i.e.; bus, admin.costs, etc.) _____

GIVE A BRIEF DESCRIPTION OF THIS TRIP. PLEASE INCLUDE THE NAME OF THE NEW JERSEY STUDENT LEARNING STANDARDS AND THE INDICATOR OR SKILL IT ADDRESSES.

NUMBER OF STUDENTS _____

NAMES OF TEACHERS IN CHARGE _____

NAMES OF CHAPERONES _____

(NON-TEACHING STAFF, IF ANY) _____

METHOD OF TRANSPORTATION – (Transportation is the responsibility of the person arranging the Field Trip – All arrangements must be made by them, at their expense).

(Date)

(Principal’s Signature)

(Date)

(Superintendent/Director’s Signature)

This application must be submitted to the Office of the Superintendent at least seven days prior to a regularly scheduled monthly meeting of the Board of Education. Arrangements for proposed trip should not be made before approval by the Building Principal and the Superintendent of Schools, pending Board ratification.

THE CHIEF SCHOOL ADMINISTRATOR RESERVES THE RIGHT TO WITHDRAW APPROVAL DEPENDING ON CIRCUMSTANCES AS THEY MAY DEVELOP WITH RESPECT TO SAFETY.