

OVERNIGHT, INTERNATIONAL and/or OUT-OF-STATE
FIELD TRIP PERMISSION FORM

Submit for Superintendent approval
School Committee approval needed only for international trips

Please file at least four (4) weeks in advance for 1-3 day trips

Please file at least three (3) months in advance trips longer than 3 days and/or trips with per student cost greater than \$500.00

Please TYPE or use COMPUTER FORM

• Name of Teacher(s): _____

• School: _____

• # of Students going: _____ # of Chaperones (gender): _____

Names of Chaperones: _____

• Date(s) of Trip: _____ School Time Involved: _____

• Destination (including location) and Purpose of Trip: _____

• Have you taken this trip before? _____

• Any special arrangements required (such as extra insurance, ADA accommodations)? _____

• Cost per Student: (Please describe how the cost is determined.) _____

• Who will pay for the trip? _____

• Has any fundraising been done? _____ If so, what? _____

• Are any parents driving? _____

If so, have appropriate insurance forms been filled out? _____

• Have you followed the procedure outlined in Policy IJOA? _____

- Other comments:

_____ Approved

_____ Not Approved

Principal

Date

_____ Approved

_____ Not Approved

Superintendent

Date

FOR INTERNATIONAL TRIPS ONLY:

_____ Approved

_____ Not Approved

School Committee

Date