

# Pleasantville Public Schools



Dr. Marilyn Martínez, Superintendent

## Field Trip Approval Form

STAFF/TITLE/GRADE: \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL/PROGRAM/GRADE: \_\_\_\_\_ SUB. NEEDED? YES \_\_\_\_\_ No \_\_\_\_\_

1. Destination(s) (include city, state and other pertinent information, i.e., flyers, brochures, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Date:	Departure Time:	Return Time:
Rain/Alternate Date:		

2. Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_  
NJDOE Code: 1 per 10 students

3. Expenditures (fill out completely) **3b. Funding Source/Account Number(s)**

Admission:	
School Bus:	
Food:	
Lodging:	
Other:	
<b>Max. Exp. Requested:</b> (Max. Exp=Total for all items above)	

4. Places students will visit: \_\_\_\_\_  
Please attach Itinerary  
\_\_\_\_\_

5. Justification: aligned with NJSLA or current Lesson Plans: \_\_\_\_\_

6. School Bus?  Yes  No Name of Private Bus Co. \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Principal/Supervisor Signature: \_\_\_\_\_  
Administrative Staff must provide Signature of approval and account numbers

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Superintendent Signature: \_\_\_\_\_