Revised
11/2010

PLEASANTVILLE PUBLIC SCHOOLS
Pleasantville, New Jersey 08232

Field Trip Permission Form

STAFF/TITLE/GRADE_____ DATE_____

SCHOOL/PROGRAM/GRADE_____ SUB. NEEDED? YES___NO___TRIP CODE ____

All Field Trips must be educationally based. Field trips are reviewed by the Curriculum Committee on a monthly basis. All Field Trip Form are due 30-days prior to scheduled activity/event.

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

_____

_____

2. Date _____ Departure Time_____Return Time_____

3. Number of Students _____ Number of Chaperones_____

4. Expenditures (fill out completely)
   Registration_____
   Transportation_____
   Food_____
   Lodging_____
   Other_____
   Max. Exp. Requested_____
   (Max. Exp=Total for all items above)

4a. Funding source

SOURCE	ACCOUNT NUMBER(S)
BOE funds	_____
	_____
Government	_____
	_____
Other Source	_____

5. Places students will visit_____

_____

6. Connection to CCS (i.e., Science, Math, etc.)_____

_____

7. How will this field work experience enhance prescribed lesson plans?_____

_____

8. How will this fieldwork experience be shared with others?_____

_____

School Bus? ___Yes ___ No Name of Private Bus Co._____

Approved _____ Not Approved ____Principal/Administrator's Signature_____

Approved _____ Not Approved ____Director of C&I Signature_____

(ADMINISTRATIVE STAFF MUST PROVIDE SIGNATURE OF APPROVAL AND ACCOUNT NUMBERS.)

Distribution: Original – Assistant Superintendent Copies – Administrator, Staff Member

Field Trip Codes: 1-Day Field Trip 2-Overnight Field Trip 3-Out-of-State Field Trip