

PLEASANTVILLE PUBLIC SCHOOLS
Pleasantville, New Jersey 08232

Field Trip Permission Form

STAFF/TITLE/GRADE _____ DATE _____

SCHOOL/PROGRAM/GRADE _____ SUB. NEEDED? YES ___ NO ___ TRIP CODE _____

**Field Trips are reviewed by the Curriculum Committee on a monthly basis and must be educationally based.
Form 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 _____

4a. Funding source

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

Max. Exp. Requested _____
(Max. Exp=Total for all items above)

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? _____

9. School Bus? ___ Yes ___ No Name of Private Bus Co. _____

Approved ___ Not Approved ___ Principal/Administrator's Signature _____

Approved ___ Not Approved ___ Assistant Superintendent's Signature _____

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

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

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