

**Request for Approval for Out of State Trip or Trip greater than 50 miles from School
(K-12)**

Category II

Marple Newtown School District

MUST BE SUBMITTED SIXTY (60) DAYS PRIOR TO THE PLANNED TRIP

(Please Type and Submit in Duplicate)

_____	_____	_____
School	Grade (s)	Date Submitted to Principal
_____		_____
Person (s) Requesting Approval		Organization or Club
_____		_____
Destination-complete address		Date(s) of Trip
_____		_____
Time of Departure		Time of Return

Description of Trip (Itinerary must be attached- See Field Trip Request Form Curriculum Information-AR-2)

Nature of Trip: Curricular: Extracurricular:

How many pupils involved? _____ How many adults? _____

Mode of transportation:	Number Needed:
<input type="checkbox"/> School Bus	_____
<input type="checkbox"/> Charter Bus	_____
<input type="checkbox"/> District Van	_____
<input type="checkbox"/> Parent(s)	
<input type="checkbox"/> Walking	

Estimated Transportation Cost: _____ (see Field Trip Planning Checklist 121-AR-3)

Transportation provided or paid by:

- District Activity Fee
- Athletic Department
- Special Education Department
- PTO
- Students
- Other (Explain) _____

Activity provided or paid by:

- District Activity Fee
- Athletic Department
- Special Education Department
- PTO
- Students
- Other (Explain) _____

Total cost to pupil for transportation: _____ Total cost to the district for transportation: _____

Total cost to pupil for Activity: _____ Total cost to the district for Activity: _____

If no cost to the pupil or district-state reason: _____

Is a nurse or aide required to attend the trip? ____yes ____no

**If yes, the form is sent to the Office of Pupil Services after Principal's signature.

Fundraising Campaign: ____yes ____no

Items to be sold: _____ Cost: _____

Start date: _____ End date: _____

Principal's Signature of Approval Date

Director of Pupil Services/Supervisor of Spec. Ed
Signature of Approval (If applicable) Date

Assistant Superintendent's Signature of Approval Date

Superintendent's Signature of Approval Date

Transportation Confirmation/Approval Date