

MILLBURY PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
FIELD TRIP REQUEST

Building Principal \_\_\_\_\_ School \_\_\_\_\_

Date of Trip \_\_\_\_\_ Teachers making trip \_\_\_\_\_

Number of Pupils \_\_\_\_\_ Grade/Class \_\_\_\_\_

Departure Time from School \_\_\_\_\_ Anticipated Return Time to School \_\_\_\_\_

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Number of Busses \_\_\_\_\_ Bus Company \_\_\_\_\_ Mini Bus \_\_\_\_\_

Approximate Cost Per Bus \_\_\_\_\_ Admission Cost \_\_\_\_\_

Type of Trip: Out of State/Overnight Yes \_\_\_\_\_ No \_\_\_\_\_

\* If you selected yes to out of state/overnight, please refer to bullet #4 below

Primary Field Trip Objective:

Describe Pre-Planning Activities:

- All field trip requests must have the approval of the director, department head or team leader, building principal, and superintendent, before a teacher is allowed to take his/her class on a field trip. Please submit one form. Copies will be made and returned as soon as the application has been approved.
- Forms must be submitted at least eight (8) days prior to the trip.
- Central office staff will reserve the busses upon approval of the trip.
- All student trips which include late night or overnight travel must have preliminary approval of the Superintendent prior to approval by the School Committee. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

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APPROVAL

Director/Dept. Head/Team Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

Principals Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendents Signature \_\_\_\_\_ Date \_\_\_\_\_