FIELD TRIP APPROVAL FORM
LOCAL FIELD TRIP(S)
OUT OF STATE / OUT OF COUNTRY

School:	
Teacher(s):	
Grade Level:	
# of Students Attending:	
Chaperone(s):	
Brief Description of Trip:	
Educational Rationale:	
Date(s) of Trip:	
Location:	
Mode of Transportation:	
Accommodations:	
Estimated Cost Per Person:	
Date of Informational Meeting for Parents/Guardians/Caregivers:	
Planned Follow-up Activities (if applicable):	

N.B.: This trip meets all the requirements of the School Committee's Field Trip and the Cambridge Public Schools Administrative Guidelines for Field Trips. It has been explained that all extraordinary costs, passports and medical clearance is the responsibility of the student and his/her parent/guardian/caregiver.

SIGNATURES:
Name of Teacher(s) – Coordinator of Trip:
CRLS Learning Community Administrator:
CRLS Curriculum Coordinator:
Principal/Head of Upper School:
Assistant Principal/SOM:
Chief Operating Officer: **Approved:** ☐
This form must be submitted and approved two (2) months prior to Out of Country trips and one (1) month prior to Out of State trips.
Please attach copies of all appropriate documentation.
Conditional Approval for Field Trip(s): This trip has been approved. Please note that approval for this field trip is conditional. Approval for the field trip may be revoked if a change in circumstances would warrant cancellation of this field trip in the interest of the safety of the students and staff of the Cambridge public Schools. The City of Cambridge, Cambridge Public Schools, Cambridge School Committee and their respective officers, directors, members, agents and employees will not be responsible for any financial obligations incurred as a result of the planning of the field trip, or for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of the field trip.

January 2018