



ENGLEWOOD PUBLIC SCHOOL DISTRICT

ADMINISTRATIVE BUILDING

274 Knickerbocker Rd, Englewood, NJ 07631

2017-18 FIELD TRIP REQUEST

Submit original request form at least three weeks prior to a scheduled BOE meeting. This will ensure ample time for proper Board review, collection of parental permission slips, and to make transportation arrangements. *Requesting staff member is responsible for collection of all permission slips. A roster of students attending the trip must be submitted to the main office prior to departure. A Teacher Rationale form must be attached with each field trip request. (Note: Use of private cars is prohibited.) All forms with missing information will not be accepted. All trips taking place in 2017-2018 school year should be in the October Bundle.*

Central offices prefer typed field trip request forms and forward all completed final forms to Superintendent Office.

School: _____ Class/Grade (s): _____ Number of Students: _____

Instructor in Charge: _____ Emergency Contact #: _____

Chaperone (s): _____

Destination: _____

Address: _____ Phone: _____

Date/Dates of Trip: _____

Departure Time: _____ Return Time: _____

OFFICIAL USE ONLY REQUIRED SIGNATURES

Principal's _____ Date: _____

Business Administrator _____ Date: _____

Superintendent _____ Date: _____

Approval Date ____/____/____ Approved _____ Not Approved _____



FIELD TRIPS: EDUCATIONAL OBJECTIVES & RATIONALE

Field trips are an extension of EPSD's belief that establishing links beyond school walls is important to student development. Field trips should be a direct outgrowth of school curricula, and they should be designed to expand, complement, and enhance existing programs of study. Please provide a clear rationale that connects the field trip experience with school education programs:

What is the purpose of this trip?

What is the target group of students and how will they be selected?

What provisions have been made for low-income students?

Which New Jersey Core Curriculum Content Standard/s does this field trip address?

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- ---

How does this field trip enhance your current unit of study or other program goal?

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- ---

What are some of the educational activities available for students during this field trip?

- ---
- ---

How will the knowledge gained from this trip be followed up in class?

- ---
- ---

Please attach this form to all Field Trip Requests

Trip Cost

*Attention staff: Before submitting forms to principals, calculations on field trip totals must be correct. Central office will return incomplete forms.

Cost Category	Account (s) to be Charged	Total Cost of Trip	Contribution/Grant/Fundraiser	Paid by Students	Net Cost to District
Admission/Tickets					
Accommodation					
Meals					
#_____ Nurses					
#_____ Substitutes					
#_____ Overnight Stipend					
Transportation/Mode #_____ District Bus #_____ First Student Bus #_____ Coach Bus Airfare					
Final Total		\$	\$	\$	\$

Special Notes on this field trip:

