

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN**

INSTRUCTIONS

Prepare and submit via the Principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip and three (3) weeks prior to the scheduling of a trip during school hours.

IDENTIFICATION

School _____ Submitted by _____

Destination _____

Departure _____
Date _____ Time _____ Location _____

Return _____
Date _____ Time _____ Location _____

Number of participating staff _____ Name(s) _____

Is bus transportation needed? _____ Approximate number of miles round trip _____

Are substitutes needed? _____

Will consent forms be secured from all parents/guardians? _____

INSTRUCTION OBJECTIVES (Be specific - include prerequisites, proficiency level desired and measurement.)

ACTIVITIES

Preparation (How will the students be prepared for the trip as an instructional activity?)

(Continued)

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ACTIVITIES (Cont'd.)

On trip (What instructional activities will occur on the trip?)

Follow-up (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?)

CORRELATION (Name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates.)

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

What instructional provisions have been made to help participants keep up with other classes that they will miss?

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

(Continued)

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FIELD TRIP REQUEST/INSTRUCTIONAL PLAN (Cont'd.)**

PRINCIPAL'S REMARKS

Approved _____ Not Approved _____

Signature _____ Date _____

Comments: _____

SUPERINTENDENT'S REMARKS

Approved _____ Not Approved _____

Signature _____ Date _____

Comments: _____
