

**SCOTCH PLAINS-FANWOOD HIGH SCHOOL  
FIELD TRIP REQUEST FORM  
(To be completed at least seven (7) days prior to field trip)**

**Directions:**

1. *The trip has been previously approved by the SP-F BOE.*  
( ) YES ( ) NO If NO, see Principal. ( ) APPROVAL PENDING \_\_\_\_\_
2. *Complete the requested information in Sections 1, 2, and 3.*

**Section 1**

Name of teacher(s) making request \_\_\_\_\_ (Cell #) \_\_\_\_\_

Name of Class or Co-Curricular Group taking trip: \_\_\_\_\_

Date of Trip \_\_\_\_\_ No. of Participants \_\_\_\_\_ Est. cost per student \_\_\_\_\_

Destination (location) of proposed trip \_\_\_\_\_

Departing Time: \_\_\_\_\_ Returning Time: \_\_\_\_\_

Transportation Arrangements: ( ) District bus ( ) Other: \_\_\_\_\_  
STATUS: [ ] Arranged [ ] Confirmed [ ] Pending [ ] Other: \_\_\_\_\_

Attach a narrative, which includes the course proficiencies related to the trip and how the experience will be followed up in the classroom.

Does this trip take place on a day that is crossed out on the school calendar? (See reverse side)  
\_\_\_ Yes \_\_\_ No If Yes, explain: \_\_\_\_\_

Is this trip being taken during the school day? \_\_\_ Yes \_\_\_ No  
If Yes, explain why: \_\_\_\_\_

Does this trip involve overnight accommodations or travel for more than 100 miles? \_\_\_ Yes \_\_\_ No  
If Yes, you must make arrangements for:

\_\_\_\_ Nurse to accompany students (REQUIRED) Nurse's Name: \_\_\_\_\_  
\_\_\_\_ Luggage drop off. Location: \_\_\_\_\_ Time: \_\_\_\_\_

**Section 2**

Primary Teacher/Chaperones	Substitute Coverage Required (periods)
1. _____	_____
2. _____	_____
3. _____	_____

Date request submitted \_\_\_\_\_ Date of Field Trip \_\_\_\_\_

Request approved by: Date: \_\_\_\_\_ District Supervisor \_\_\_\_\_

Date: \_\_\_\_\_ Principal \_\_\_\_\_

( ) *trip posted*

**Section 3**

ALL ONE DAY FIELD TRIPS REQUESTS AS WELL AS ALPHABETICAL LISTS OF STUDENTS ARE DUE SEVEN (7) DAYS PRIOR TO THE DATE OF THE TRIP AND MUST BE COMPLETED ACCORDINGLY. The staff member sponsoring the trip should email the list of students to Main Office Assistant, Attendance Office Assistant, and School Nurse (7) days prior to the trip. The list of students will be emailed to all teachers and be published in the attendance bulletin several days prior to the field trip.

**ALL OVERNIGHT FIELD TRIP REQUESTS AS WELL AS ALPHABETICAL LISTS OF STUDENTS ARE DUE TWENTY ONE (21) CALENDAR DAYS PRIOR TO THE DATE OF THE TRIP AND MUST BE COMPLETED ACCORDINGLY.** The staff member sponsoring the trip should email the list of students to the nurse, attendance office and main office secretaries (21) days prior to the trip. The list of students will be emailed to all teachers and be published in the attendance bulletin several days prior to the field trip.

Students who are in danger of failing a class or who recently demonstrated inappropriate classroom behavior may be prevented from attending the field trip.

Students must seek approval from all of the teachers (from classes they will miss).

•••BEFORE LEAVING ON YOUR FIELD TRIP LET THE ATTENDANCE OFFICE KNOW OF ANY STUDENT ABSENT.•••

**SCHOOL CALENDAR -- See Secretary who handles field trips. Thank you.**