



Plainfield Board of Education

Field Trip Information and Permission Request

This report is to be submitted to the Superintendent 30 DAYS IN ADVANCE of all field trips. An activity bus request form must be included with this request.

GROUP _____ SCHOOL _____

DESTINATION _____

NAME, ADDRESS & PHONE# OF FIELD TRIP LOCATION _____

DATE(S) OF TRIP _____

OUT OF STATE YES NO

TIME OF DEPARTURE _____

TIME OF RETURN _____

TEACHER(S) _____

GRADE(S) _____

Phone# to be reached during school hours _____

Percent of total group _____

Ratio of Chaperones to Students _____

Cell phone# for after school/weekend trips _____

Number of student's involved _____

Ratio 1:15

Number of Chaperones _____

Reason for those not attending _____

What are the alternate instructional activities planned for those not attending? _____

How will the trip be financed? _____ Account # _____

Have financial arrangements been made for students who are unable to pay? _____

Place to be visited? _____

Round trip miles? _____ Method of Transportation _____

ALL FIELD TRIPS MUST RETURN NO LATER THAN 2:00 P.M. IF YOUR TRIP MUST DEPART BEFORE 8:30 A.M. AND OR RETURN LATER THAN 2:00 P.M., YOU MUST OBTAIN BUS(ES) FROM AN OUTSIDE CONTRACTOR.

THERE WILL BE NO FIELD TRIPS ON HALF DAYS

WHEN USING A BOARD BUS...ALL TOLLS AND PARKING CHARGES ARE THE RESPONSIBILITY OF THE PERSON ARRANGING THE TRIP AND MUST BE GIVEN TO THE BUS DRIVER BEFORE DEPARTURE.

DISTRICT APPROVED BUS COMPANIES

ACADEMY BUS	201-420-7000	AMAKER & PORTERFIELD	908-753-6423
DAPPER BUS COMPANY	732-283-1982	RARITAN VALLEY	732-549-1212
EAGEL ROCK	973-325-0037	SUBURBAN	800-222-0492
LAMON ENTERPRISES	732-940-7450	VILLANI BUS	908-862-3333

What is the purpose of the trip? _____

What objective(s) in NJCCCS does this experience address? Plus, CPI's. _____

What are the follow-up plans from the field trip? _____

I certify that School Board policies have been complied with:

Principal's Signature

DO NOT WRITE BELOW THIS LINE

Action taken _____

Date

Assistant Superintendent Education Services

Note: Permission slips and permission to treat emergency forms are expected to travel with the group.

Requirement: Lesson Plan must be attached to Board approval

Revised: 11/4/16