

**MERIDEN PUBLIC SCHOOLS**

**FIELD TRIP REQUEST**

1. Teacher's name \_\_\_\_\_ Grade \_\_\_\_\_ Level \_\_\_\_\_
2. Field trip destination \_\_\_\_\_
3. Date of proposed trip \_\_\_\_\_
4. Time of departure \_\_\_\_\_ Time of return \_\_\_\_\_
5. Method of transportation \_\_\_\_\_
6. Reason for trip \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Cost to school \_\_\_\_\_ Cost of student \_\_\_\_\_
8. Number of students involved \_\_\_\_\_
9. Number of teachers involved \_\_\_\_\_
10. Number of additional chaperones \_\_\_\_\_
11. Location of overnight accommodations \_\_\_\_\_
12. Activities prior to trip \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Activities for follow-up \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initial Endorsement (Immediate Supervisor) \_\_\_\_\_

Principal Endorsement \_\_\_\_\_

Superintendent Endorsement (or designee) \_\_\_\_\_

BOE Approval Date \_\_\_\_\_