

East Granby Public Schools

(Print and submit *two* copies on blue paper)

PRIOR APPROVAL: FIELD TRIP

(Under no circumstances should any arrangements be confirmed before final approval is received.)

Date Submitted: _____

Teacher: _____ School: _____

Will substitutes be required: Yes No

Class or Group: _____

Number of Students Involved: _____ Number of Chaperones: _____

Location: Be specific. Include, when possible, the phone number at which you can be reached in case of emergency.

Curriculum Rationale: _____

DATE OF TRIP: _____

Time of Departure: _____ **Approximate Time of Return:** _____

Place of Departure: _____ **Place of Return:** _____

Arrangements for Transportation: _____

Method of Financing (Source and amount must be specific): Total Cost per Pupil: \$ _____

Student Fundraising Other Explain:

APPROVED: _____
Signature of Building Principal

APPROVED: _____
Signature of Superintendent