

HANOVER PARK REGIONAL HIGH SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

All field trip requests must be approved by the Board of Education.

- All field trip requests must be turned in at least three (3) weeks prior to the trip.
- Call the transportation office two (2) days before the trip date to confirm arrangements.
- Keep day trips between the hours of 9 am and 2 pm.

Date of Trip _____ Whippany Park _____ Hanover Park _____

Class or Group Participating _____

Destination - Give Full Name and Address (Include all stops) _____

Purpose of trip in relation to class work or activity _____

Number of students: _____

Number of Buses needed: _____

Time of departure from school: _____

Time of return to school: _____

Meal arrangements: _____

Cost per students: _____ How is cost being covered? _____

Do any classified students require additional assistance? If yes, identify: _____

Do any students require special medical assistance? If yes, identify: _____

Adult supervision:

Males: _____

Females: _____

Substitute Needed? _____ Teacher needing coverage _____ Periods _____

Teacher needing coverage _____ Periods _____

*I have read Policy & Regulation 2340 related to field trips, chaperone duties, and certify that the application meets all criteria.
I understand that as the teacher in charge, I am responsible for all chaperones and students on this field trip.*

Teacher signature _____ Date _____

Please attach chaperone and student assignments to this form

Teacher obtains the following approval before submitting to the Board of Education.

Nurse's Signature _____

Date _____

Principal's Secretary Signature _____
(for calendar and substitute purposes)

Date _____

Transportation Approval _____

Date _____

Supervisor's Signature _____

Date _____

Principal's Signature _____

Date _____

Board of Education Approval _____

Date: _____