

Keansburg School District Trip Request Form

Location: Pre-K PMRS

Today's date:

Staff member requesting permission:

Class/Grade/Group involved:

Permission is requested for the following trip:

Trip location:

Trip date(s):

Time of departure:

Time of return:

Itinerary (destinations, accommodations, meals, etc.):

Instructional purpose (attach any additional literature which helps justify the instructional purpose):

New Jersey Core Curriculum Content Standards which apply:

Number of chaperones (one per every ten students):

Number of students participating: (Attach a list of student names)

Method of student selection: 1

Permission slips issued (attach sample): ☐ Yes ☐ No

Means of transportation:

Cost of transportation:

Student cost:

Chaperone cost:

Additional funds to be applied:

Notes:

Approved by:

| <u>Date Approved</u> | <u>Signature</u> | <u>Title</u> |
|----------------------|------------------|----------------|
| | | Principal |
| | | Superintendent |