Keansburg School District

Trip Request Form

Location:  Today’s date:

Staff member requesting permission:

Class/Grade/Group involved:

Permission is requested for the following trip: Port Monmouth Road School

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:

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:

|  |  |  |
| --- | --- | --- |
| **Date Approved** | **Signature** | **Title** |
|  |  | Principal |
|  |  | Superintendent |