

**Marblehead Public Schools Field Trip Request Form**

A copy of this form is to be kept in a log in your school principal's office.

1. Complete the form, obtain **all** applicable approvals and **attach instructional plan for students not going on the field trip.**
2. Forward the **completed** form to the Athletic Dept. at the H.S. (The department will handle only the arrangements for the use of the Marblehead Public School bus) **Any other transportation is to be arranged by the person making the request** and the form must then **be sent to Superintendent's office** for SC approval, **if overnight or out-of-state travel** is requested.

School \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Teacher(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Destination: \_\_\_\_\_

<b>Legal Limits for Bus:</b>	<b>Grades K-3</b>	<b>60 passengers</b>	<b>Grades 4-12</b>	<b>48 passengers</b>
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# of Students \_\_\_\_\_ #of Chaperones \_\_\_\_\_ Cost to Student \$ \_\_\_\_\_

Time for bus to arrive at school: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return: \_\_\_\_\_ (no later than 2:00)

One Bus \_\_\_\_\_ Two Buses \_\_\_\_\_ Van \_\_\_\_\_ Car \_\_\_\_\_ Walk \_\_\_\_\_

Other Bus Chartered (Laidlaw, N.S. Shuttle, Day Student, Healy etc.) \_\_\_\_\_

**Relationship of Trip to Curriculum** \_\_\_\_\_

**Pre-Trip Assignments:** \_\_\_\_\_

**Post-Trip Assignments:** \_\_\_\_\_

**If a bus/es without seat belts, trip organizer must sign statement below:**

**I have made a good faith effort to procure buses with seat belts** \_\_\_\_\_  
Signature of field trip/event organizer

**Signature Approval:** Department Head \_\_\_\_\_  
Principal \_\_\_\_\_

**Teacher Reminder Checklist:**

\***Notify** School Nurse \_\_\_\_\_ Food Director \_\_\_\_\_ Art Teacher \_\_\_\_\_ P.E. Teacher \_\_\_\_\_ Music Teacher \_\_\_\_\_

\_\_\_\_\_ Toll money/**teacher responsible** \_\_\_\_\_ **Return no later than 2:00 p.m.**

\_\_\_\_ Parental Consent Form available from School Secretary. Consent and release forms are now enforceable and serve the public good, reducing the liability of the Town and school employees.

\_\_\_\_ **Collect \$5 per student per trip and BRING MONEY TO BUSINESS ADMIN. OFFICE**

\_\_\_\_ **No charge for trips in Marblehead**

Transportation Approval from Athletic Office for MARBLEHEAD BUS/VAN  
**2 copies on yellow paper**

## Rider to Field Trip Form:

School Committee approval is required for trips that (i) travel out of state, or (ii) are overnight. If such approval is required, this request form must be signed by the superintendent and a representative of the School Committee before this form is sent to the Athletic Office.

Superintendent/School Committee signature is not required.

Superintendent/School Committee signature is required because (check all that apply):

out-of-state trip

overnight trip

School Superintendent \_\_\_\_\_ School Committee \_\_\_\_\_