



MIDDLEBOROUGH PUBLIC SCHOOLS
 Flora M. Clark Administration Building
 30 Forest Street Middleborough, MA 02346
 Telephone: (508) 946-2000 Fax: (508) 946-2004



Field Trip Application

- Field trip applications must be submitted, minimally, *four weeks prior* to the date of the field trip.
- Out-of-state and late or overnight travel require School Committee approval no less than 30 days prior to the date of the field trip.

Date of Request:	
Staff Member(s) in Charge:	
Target Group of Students:	

Date of Field Trip:	
Destination of Field Trip:	
Street Address:	
City, State, and Zip Code:	

Departure Time:		Return Time:	
Bus Transportation?	_____ Yes _____ No		
If no, describe transportation method.			
Is specialized transportation needed? If yes, provide details such as the need for wheelchairs, monitors, etc. Also identify the funding source for specialized transportation.			

Number of Students:		Number of Chaperones:		Number of Nurses Needed:	
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Names of Chaperone	Cell	Office Use: CORI?

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The following must be included with your Field Trip Application:

- Purpose of the field trip
- Field trip itinerary
- MA Curriculum Framework standards addressed by the field trip
- Pre-Trip Lesson/Activity and Post-Trip Lesson/Activity/Assessment
- Alternate activity for students who do not attend the field trip

OFFICE USE ONLY

Date Received:		Date Principal Approved:	
Date Nurse Approved:		Date Student List Received:	
Amaral Quote:		Bloom Quote:	
First Student Quote:		MPS Quote:	
Date Transportation Reserved:		Transportation Reserved With:	