

Plainedge Public Schools
Application for Field Trip v1

School _____

PART A: to be completed by teacher

Destination: _____

Date of Trip: _____

Grade/Subject/Co-Curricular Activity: _____

No. of Adults: _____

Number of Substitute Teachers Needed: _____

No. of Students: _____

Type of Trip:

This trip is _____ Paid by Students directly
_____ Paid by Student Activities/Club
_____ Name of Club: _____
_____ Paid by the District

Is transportation needed? _____

Bus _____ Train _____

Entrance Fees: (Must be filled out)

P.O. accepted _____ OR Check _____

Amount: _____

If Check, make payable to: _____

Purpose/Relation to Instructional Unit/Curriculum:

Signature of Teacher _____ Date _____

Principal's Approval _____ Date _____

PART B: To be completed by Central Office &

Transportation

Assistant Superintendent's Approval _____ Date _____

Transportation:

Received by: _____ Date: _____

Total Cost (including tolls): _____

District Bus or Contracted Bus (circle one) # of buses: _____

if contracted bus: Contracted Bus Company: _____

PART C: To be completed by school secretary (for Student Paid trips only)

This form will be returned to the school secretary after approval, and after transportation costs are calculated. *Teacher must wait until approved/completed form is returned to school secretary before sending out permission slips/check requests.* Secretary should fill in this section and submit to Business Office along with the checks collected and copies of the checks.

Total amount of checks collected: \$ _____

Entrance fee (if applicable): \$ _____

Transportation costs (including tolls if applicable): \$ _____

PART D: To be completed by business office

Received by: _____

Date received/processed: _____

Total collected: \$ _____

Deposited in code: _____