

# Field Trips

To: Mary Ann Danovich

From: \_\_\_\_\_ Date: \_\_\_\_\_

RE: Field Trips (School Days, Holidays, Weekends)

It would be beneficial to take \_\_\_\_\_ students on the field trip described below:

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Times (leaving school and returning to school): \_\_\_\_\_

Purpose/Value: \_\_\_\_\_

Moderator(s): \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Cost Funded by Student: \_\_\_\_\_ Yes \_\_\_\_\_ No Cost each student will pay: \_\_\_\_\_

If not funded by student, source of funding: \_\_\_\_\_

Amount of Deposit if required: \_\_\_\_\_ Total Cost of Trip: \_\_\_\_\_

\_\_\_\_\_ B. Sherlock verification: non-MMA chaperones have clearances on file in the business office.

**Please attach a tentative list of the names of the students you anticipate going on the trip. No trip will be approved if a list is not submitted at the time of the request**

## TO BE FILLED OUT BY ASSISTANT HEAD OF SCHOOL FOR ACADEMIC AFFAIRS

\_\_\_\_\_ Permission for field trip is granted.

\_\_\_\_\_ Please see me for further discussion.

\_\_\_\_\_ Permission for field trip is not possible at this time or under these circumstances.

Signature of Asst. Head of School for Academic Affairs \_\_\_\_\_

Date \_\_\_\_\_

N.B. A finalized list of the names of the students attending the field trip must be emailed to the Assistant Head of School for Student Affairs, at least one week prior to the field trip.

Student permission slips must be signed by parents and given to the Office for Student Affairs to be filed in the Main Office three days before the date of field trip.

Criminal background check and child abuse forms for non-MMA chaperones must be on file in the Business Office. Please ask Barbara Sherlock to initial the line above with that statement.

Failure to comply with these directives will result in no permission granted for field trips later in the academic year and/or the following year.

In general, field trips may not be taken after April 30.