

Field Trip Request Form

To: Ms. Valerie Prucnal, Assistant Head of School for Academic Affairs

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 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 Vice Principal _____ 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 (cc: Ms. Bernadette Fahy in Attendance and the School Nurse, as well).

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

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.