

**North Adams Public Schools
Field Trip Request Form**

- All field trip requests must be approved by the principal and school nurse 30 days prior to the date requested.
- Field trips in excess of a 150-mile radius require school committee approval. Please contact the Superintendent’s Office to be placed on a school committee agenda prior to any planning.

Date of Trip: _____ Requestor: _____

Destination: _____

Educational Purpose of Trip: _____

Time of Departure from School: _____ Return: _____

Number of Students Attending: _____ Lunch at School: Yes [] No []

Names of Teachers Attending: _____

Names of Other Chaperones: _____

NOTE: All chaperones must complete the CORI process at least 7 work days prior to the trip

Transportation* _____

Cost Per Student: _____ Funding Source _____

Requestor must notify the School Nurse for review of medical concerns.

Is a School Nurse required for the field trip? Yes [] No []

Approvals

School Nurse

Date

Principal

Date

Superintendent

Date

*If requesting a school van, contact April Bentley to check availability **prior** to submitting this form.