

**Somerset County Board of Education
Administrative Procedure
Policy # 500-31**

**Somerset County Public Schools
Request for Approval - Out of County Trips**

School	
Group	
Destination	
Approximate Number of Students	Cost Per Pupil \$
Date and Time of Departure	
Transportation to be Used	
Teacher(s) in Charge	
Chaperones	
Description and Objective(s)	
I certify that parents will be given all necessary information relative to this trip and that all possible precautions will be taken to insure its safety and value.	
Signature of Principal _____	
Date of Application _____	
Date of Application _____	
Approved _____ Disapproved _____	
Comments _____	
_____ Deputy Superintendent of Schools	
Copies to Principal, Supervisor of Instruction, Superintendent, Central Office File	