FIELD TRIP REQUEST

No._____ **ROCKAWAY TOWNSHIP PUBLIC SCHOOLS** PO # _____

School | Teacher(s) | Grade(s)

Place to be visited | Lunch Stop (if different)

Address | Telephone Number

Date of Trip_____ Admission Cost:

Departure Time_____ _____Students @ _____=_____

Estimated Arrival Time_____ _____Adults @ _____=_____

Return Time _____ _____Teachers @ _____=_____

Total Cost $_____

Check Payable to:_____

Date Paid:_____ Check #_____

Educational Objectives:_____

Names and Telephone Numbers of Accompanying Adults

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Principal | Date

Superintendent | Date

Transportation Department | Date

Instructions: Field Trip Request Form must be presented to your Principal at least fifteen (15) calendar days before the scheduled date of the trip. Forward completed form to Central Office. A fully executed copy will be returned by Central Office to: Transportation, Business Office and the School.