

SUFFIELD PUBLIC SCHOOLS

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Suffield Public Schools Field Trip/School Sponsored Trip Request Form

Directions: Form to be completed by Advisor of the field trip. The completed form needs to comply with all regulations found in Policy #6153.

Date of Request: _____

Type of Trip: _____ Field Trip _____ Extracurricular _____ Athletic _____ International _____

NOTE: Out of state or overnight trips must be approved by the Superintendent or his/her designee. Overnight trips must also be approved by the Board of Education. (See Regulation #6153)

Advisor: _____

Date(s) of Trip: _____

Destination: _____

Number of Students: _____

Number of Chaperones: _____ (see Regulation #6153 – Chaperone guidelines)

Has disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes _____ No _____ N/A _____

Has chaperone information, including applicable Board of Education policy(ies) been delivered to chaperones?

Yes _____ No _____

Cost of trip (include information regarding payment of expenses and any financial penalties that may be incurred): _____

Insurance Certificate Required: Yes _____ No _____

Mode of Transportation: _____

Explanation of Trip:

Educational Purpose:

Itinerary:

Advisor's Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent/Designee: _____ Approve _____ Deny

Superintendent/Designee Signature: _____ Date: _____

Board of Education: _____ Approve _____ Deny

Board Chair Signature: _____ Date: _____

INTERNATIONAL FIELD TRIPS:

Upon approval, School Administration will send notification of Parent Letter and International Student Conduct Form to participants.