



Newbury Local Schools

Field Trip Request Form

Note: This must be submitted to the principal at least 10 days prior to planned trip

Applicant's Name: _____ Date: _____

Organization/Department: _____

Date of trip: _____

Destination: _____

Number of students: _____

Number of staff: _____

Additional adults: _____

The following must be attached:

- **Requisition**
- **Transportation Form**

Student cost _____ (note – students may not be charged for transportation to school related trips on school days)

Instructional Objectives

Signature of Principal

Date

Signature of Superintendent

Date