



FALL RIVER SCHOOL COMMITTEE

Out-of-State Travel Request – Student Field Trips

Date of Request:

Principal _____ of _____ school requests permission to travel:

DESTINATION	
OBJECTIVE(S) OF THE TRIP:	
CLASS/CLUB/GRADE	
# OF ADULT CHAPERONES	
# OF STUDENTS	
TEACHER(S) IN CHARGE	
DATE(S)	
DEPARTURE/RETURN TIME <small>*travel between midnight and 6:00 AM require special consideration</small>	
MEANS OF TRANSPORTATION	
COST PER STUDENT	
FUNDING SOURCE(S)	

- All travel requests must be in the School Committee office ten (10) days prior to a Regular School Committee Meeting. Meeting dates are posted on the website.
- One request per form, please. Kindly submit to Tonya Casey, School Committee Office, or electronically to tcasey@fallriverschools.org.
- You may attach any additional information you may have.
- Even if there is no cost to the district or student, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.

PRINCIPAL'S SIGNATURE OF APPROVAL: _____