

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

October 19, 2009

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Out of State Field Trip

Proposed Action by the Board of Education

Approve the out of state field trip for the Central Band to go to Tennessee in April.

Background

The BOE is expected to approve all out of state field trips. (or deny, as the case may be) Mr. Anderson is requesting approval with supporting documentation attached.

MILLBURN C. C. SCHOOL DISTRICT # 24 FIELD TRIP REQUEST

Teachers: Complete this form AND the Student Field Trip Notice and submit to principal for approval. Once approved, you will receive the Student Notice back. If you would like to know which bus drivers will be driving for your field trip, drivers will be posted (once they have been assigned) in the mail room on the clip board to the right of the bus drivers' mailboxes.

Today's Date: Homerooms: # of Passengers:

Date of Trip: Is a wheelchair accessible bus needed?

Place:

Location:

LEAVE (earliest 9:00 a.m.): RETURN (latest 2:30 p.m.):

Are you a specials teacher who will need a sub to cover classes?

What time? (earliest 9:00 a.m.):

Educational Purpose of the Trip (tie into objectives):

Charge per student other than transportation:

Submitted by: CHAD ANDERSON / ANN SOUZA

FOR OFFICE USE ONLY

Principal Approval: _____ Date: _____

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