



**Fairfield Public Schools**  
**FIELD TRIP PRE-APPROVAL FORM**  
**(MUST BE FILED 2 WEEKS IN ADVANCE OF TRIP)**

Revised 8/26/2013

Complete form, obtaining both the curriculum leader's recommendation (Grades 6-12) and building administrator's approval, and then forward to the Office of Instruction.

Name: Carole Jean Frawley Date Filed: 9/7/16 Date(s) of Trip: 6/3/17

Building: Fairfield Woods Grade: 7 & 8 Course/Subject: Music

Departure Time: 11am Return Time: 7:30pm Cell Phone Contact: 203-895-5260

Have religious holidays been avoided?  Yes  No Have medical issues been addressed?  Yes  No

Destination, phone and address: Winter Garden Theatre-50th & Broadway, NYC & Lunt-Fontanne Theatre-205 W. 46th St, NYC

Educational Objectives: \_\_\_\_\_

Pre-trip Activities: \_\_\_\_\_

Post-trip Activities: \_\_\_\_\_

Provisions for students who do not participate in the field trip: \_\_\_\_\_

Staff Member(s) Responsible for Organizing School Trip: \_\_\_\_\_

Staff Member(s) Accompanying Students on Trip: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_ Total Number of Chaperones: \_\_\_\_\_

Is a substitute required? \_\_\_\_\_ How many days? \_\_\_\_\_

Estimated Cost of Trip: \_\_\_\_\_ Student Cost, if any: \_\_\_\_\_

How will the trip be funded? \_\_\_\_\_

**SCHOOL LUNCH TO BE PROVIDED (Check One):**     Regular Hot Lunch     No School Lunch  
 Earlier Hot Lunch     Later Hot Lunch     Bag Lunch from Home     Bag Lunch from Café

**TRANSPORTATION**

**Approximate Transportation Cost \$**

Are you requesting Bus Transportation be arranged by the Transportation Office?     YES     NO

**Time Bus Arrives for Boarding:** \_\_\_\_\_ **Time Bus Departs Destination:** \_\_\_\_\_

School Bus: \_\_\_\_\_ Mini-Bus: \_\_\_\_\_ Wheel Chair Bus: \_\_\_\_\_ Coach Bus: \_\_\_\_\_ Other: (Be Specific) \_\_\_\_\_

CONTACT THE TRANSPORTATION OFFICE (255-8477) FOR COST OF THE FIELD TRIP

**Recommendation:** Curriculum Leader (Grades 6-12)     Yes     No \_\_\_\_\_

**Authorization:** Building Administrator \_\_\_\_\_ Deputy Superintendent \_\_\_\_\_

Copies will be forwarded from the Office of Instruction

ORIGINAL-WHITE COPY; TRANSPORTATION-YELLOW COPY; FOOD SERVICES-PINK COPY; NURSE-GREEN COPY; ORIGINATOR-GOLDENROD