

FIELD TRIP REQUEST FORM

Name of School: **COOPER HIGH SCHOOL**

Date of Field Trip: April 9-15 Spring Break

Days of School Missed: 0

Location of Field Trip: NYC

Grade Level and Number of Students Attending: 9-12 About 40

Number of Chaperones Attending: About 20

What form of transportation will be used? *Be Specific We will be using Delta Airlines

Have field trip rules been explained to the students and chaperones? YES ☒ or NO ☐

Does this trip comply with Title IX equity issues? YES ☐ or NO ☒

Are there students being denied the right to attend due to finances? YES ☐ or NO ☒

Brief Description (Be Specific regarding educational purpose): Students will be traveling and seeing productions, masterclasses, tours & seminars related to theater. Set up through Broadway Plus Career exploration

Please check the appropriate box:

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To be used for 1(one) day trips using school bus or private automobile.*
NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

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To be used for overnight trips, trips of more than 1(one) instructional day and Co-Curricular Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDANT.

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To be used for trips taken by common carrier.
TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: [Signature]

Principal Signature: [Signature]

DISTRICT OFFICE USE ONLY

APPROVED BY: M. Poiry, 8-2-2021 DATE: _____

APPROVAL NEEDED FOR ~~EXECUTIVE~~ **DELTA**
~~CONTRACT~~ THROUGH BOARD

*Drivers of private automobiles need to complete the AUTO INSURANCE AFFIDAVIT FORM.