



# Nutley Public Schools

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## Field Trip Request Form Procedures for Submission

To request approval for a field trip, please follow the procedures outlined below:

1. Complete the Field Trip Request Form in its entirety.
2. Complete a Transportation Request Form.
3. Attach any supporting documentation as necessary.
4. Obtain necessary signatures including the school nurse and building administrator.
5. Send documents to the Assistant Superintendent at the Board Office.
6. Be sure that the information is submitted in accordance with the Board Meeting approval timelines.

**Please note** – Any out-of-state or overnight field trips must be approved by the Academic Committee prior to presentation for approval to the Board of Education. The Academic Committee is tentatively scheduled to meet on the first Tuesday of each month. This is subject to change without notice. Please plan accordingly.