



# Randolph Public Schools



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## OFFICE OF THE SUPERINTENDENT REQUEST FOR SCHOOL FIELD TRIP

Check one

- Overnight Request
- Regular Day Trip—Middle & High Schools
- Regular Day Trip—Elementary
- Nurse Needed (If so, request must be submitted to appropriate person one month prior to the date of trip)

Date(s) of Trip: \_\_\_\_\_

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Trip coordinator(s): \_\_\_\_\_

Teacher/staff in charge/field trip leader (if different from above): \_\_\_\_\_

Destination: \_\_\_\_\_

Educational objectives (if applicable): \_\_\_\_\_

Number of students out of the building: \_\_\_\_\_

Lunch arrangements: \_\_\_\_\_

Emergency arrangements: \_\_\_\_\_

Provisions for students to return home if return is after dismissal hours:

Source of funding: \_\_\_\_\_

Source of funding (if nurse needed): \_\_\_\_\_

Cost per student: \_\_\_\_\_

Total cost of trip: \_\_\_\_\_



# Randolph Public Schools



Number of days of school or instruction missed: \_\_\_\_\_

**Names of adults/guardian chaperoning students/group:**

**Names of Students Attending:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

{You may attach a separate sheet if more space is needed.}

## Regulations

Written permission from the parent or guardian for his/her child to take trip must be filed at the appropriate School in the Principal's Office. One copy of this request form must also be filed in the Principal's Office and one copy in the Office of the Superintendent. **All trip requests MUST be signed by the School Nurse and the Principal, BEFORE submitting them to the Superintendent's Office for approval. All other corresponding forms must have the Principal's signature.**

**Upon the Principal's approval, send a copy of this form to Food Services at Randolph High School.**

\_\_\_\_\_  
Name of Teacher Requesting Trip (please print)

\_\_\_\_\_  
Signature of Teacher Requesting Trip

## Confirmation of trip

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Cafeteria Manager

\_\_\_\_\_  
Date

{Signature section is continued on the next page}



# Randolph Public Schools



Confirmation of trip (continued)

\_\_\_\_\_  
Signature of Nurse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Director, Coordinator or Supervisor

\_\_\_\_\_  
Date

**PLEASE ADHERE STRICTLY TO THE FOLLOWING SECTIONS**

**Form Submittal Timeline:** Field trip forms must be submitted one month prior to the date of the trip.

If a nurse is needed on the trip, a request must be submitted/arrangements made one month prior to the date of the trip, with the appropriate person.

**Collecting Funds:** Funds must be collected three weeks prior to the date of the trip and be submitted to the Finance Department for proper allocation.

**Note about Chaperones:** Adequate male and female chaperones must be provided at a ratio of 1:8. Chaperones must be approved by the Principal and must have completed a criminal back-ground check.

**Evaluation:** A written evaluation of the trip must be filed in the Principal's Office within a reasonable time-frame following the educational trip.

Adapted 7.02.15  
Revised 10.7.2022



# Randolph Public Schools



## FIELD TRIP LUNCH FORM

{Please submit this form to the kitchen staff **ten (10) days BEFORE** scheduled field trip}

### Lunch Options:

Ham & Cheese

Turkey & Cheese

### Names of Students for Free Lunch

Student Name	Student ID #:	Free Lunch Option	
1.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
2.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
3.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
4.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
5.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
6.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
7.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
8.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
9.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
10.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese

### Names of Students for Reduced Lunch:

Name	Student ID #:	Reduced Lunch Option	
1.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
2.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
3.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
4.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
5.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
6.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
7.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
8.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
9.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
10.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese



# Randolph Public Schools



## FIELD TRIP LUNCH FORM

Lunch Options {continued}:

Ham & Cheese

Turkey & Cheese

### Names of Students Buying Lunch

Name	Student ID #:	Lunch Option Being Bought	
1.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
2.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
3.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
4.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
5.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
6.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
7.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
8.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
9.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese
10.		<input type="checkbox"/> Ham & Cheese	<input type="checkbox"/> Turkey & Cheese

Adapted 7.02.15  
Revised 10.7.2022



# Randolph Public Schools



## Special Transportation Request

This form is to be used for all special transportation requests for buses from Randolph Public Schools and submitted to Trish O'Meara at [omearat@randolph.k12.ma.us](mailto:omearat@randolph.k12.ma.us). Questions can be directed to Ms. O'Meara directly by email or by calling (339) 216.8872.

### A) REQUEST INFORMATION

Date: \_\_\_\_\_ PO#: \_\_\_\_\_

Administrator: \_\_\_\_\_ School/Department: \_\_\_\_\_

Requesting Transportation For (circle one) • Field Trip • Sports/Co-Curricular • Special Services

Destination: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Principal's/Director's signature: \_\_\_\_\_

### B) General Information

All trips should be scheduled at least 2 weeks prior to the event date.

All field, Athletic, and special Services trips require that a staff member be on board who is responsible for the students' safety and discipline refer to school policy for student to staff ratio

Total cost of trip \_\_\_\_\_

Transportation Vendor # 103693

### C) Special Services Required

Are Special accommodations (circle one)? Yes No

If yes please explain \_\_\_\_\_

Transportation Frequency (circle all applicable M T W TH F S SUN ONLY DAY ONLY

### D) Request Confirmation

Bus Transportation has been scheduled as requested. In an event of a cancellation please notify Trish O'Meara (Acting Coordinator) at 339-216-8872. In the event of a last-minute cancellation please notify the assigned driver.

Driver assigned: \_\_\_\_\_

Driver's contact info: \_\_\_\_\_

Confirmation date: \_\_\_\_\_

Transportation Coordinator's Signature: \_\_\_\_\_