

**Office of the
SUPERINTENDENT OF SCHOOLS
Malden, MA 02148**

NOTIFICATION OF FIELD TRIPS

Notification must be received at least two weeks prior to date of field trip

School: _____

Field Trip to: _____

Date: _____ Departure Time: _____ Return Time: _____

Grade: _____ No. of Teachers: _____ No. of Pupils: _____

Names of Parents/Guardians: _____

Names of Teachers: _____

Transportation to be provided by: _____

Are permission slips on file in your office? _____

Has the Food Service Office been notified? _____

Goal(s) of the Field Trip: _____

Curriculum Area: _____

Educational Objectives: _____

Principal's Signature

Approval: _____

Date: _____