



Prince George's County Public Schools  
 14201 School Lane • Upper Marlboro 20772  
 www.pgcps.org

## Request for Approval Out of County Trips

School \_\_\_\_\_ School Phone \_\_\_\_\_

Group \_\_\_\_\_

Destination \_\_\_\_\_  
 \_\_\_\_\_

Approximate Number of Students \_\_\_\_\_

Number of Chaperones: Professional staff \_\_\_\_\_ Parents \_\_\_\_\_

Date and Time of Departure \_\_\_\_\_

Date and Time of Return \_\_\_\_\_

Cost per Student \_\_\_\_\_

Transportation to be used (please name carrier) \_\_\_\_\_

Teacher(s) in charge \_\_\_\_\_

Description and Objective(s) \_\_\_\_\_  
 (overnight or out-of-state trips - Attach a descriptive letter with itinerary)

*I certify that parents will be given all necessary information relative to this trip and that all possible precautions will be taken to insure its safety and value. I certify that complete liability is provided for by the carrier and/or agent.*

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

\_\_\_\_\_  
 Date Application

Prepare in triplicate and submit all copies to the office of the appropriate Regional Executive Director for approval.

Date \_\_\_\_\_

\_\_\_\_\_  
 Regional Executive Director

Academic Office Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Chief Academic Officer

*\*Signature of Chief Executive Officer applicable for trips outside the continental United States only.*

cc: Principal  
 Teacher

\_\_\_\_\_  
 Chief Executive Officer\*