

# SCHOOL DISTRICT OF WESTFIELD

## Field Trip Request Form

**Request must be submitted for approval 10 school days prior to date of trip.**

Date of Trip \_\_\_\_\_ Date Submitted \_\_\_\_\_

Trip Requested by \_\_\_\_\_

Departure Location  Coloma Elementary  Oxford Elementary  Westfield Elementary  
 Westfield High School  Westfield Middle School

Destination \_\_\_\_\_

Leave Time \_\_\_\_\_  AM  PM Return Time \_\_\_\_\_  AM  PM

Special Instructions for Driver \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

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

Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Source of Funding \_\_\_\_\_

**For field trip verification please visit [www.westfield-bus.org](http://www.westfield-bus.org)**

### OFFICE USE ONLY

Approved  Denied \_\_\_\_\_  
Building Principal Date

Reason if Denied \_\_\_\_\_

Approved  Denied \_\_\_\_\_  
Transportation Coordinator Date

Reason if Denied \_\_\_\_\_

# of Buses \_\_\_\_\_

Driver(s) \_\_\_\_\_