

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

OFFICE USE ONLY

Approved Denied _____ Date _____
Building Principal

Reason if Denied _____

Approved Denied _____ Date _____
Transportation Coordinator

Reason if Denied _____

of Buses _____

Driver(s) _____