

**West Central CUSD #235 Field Trip Request**

Teachers/Sponsors: \_\_\_\_\_

\_\_\_\_\_ and the \_\_\_\_\_  
(Class or Organization)

requests permission for a field trip to (place and town) \_\_\_\_\_

\_\_\_\_\_

Date of Trip: \_\_\_\_\_ Bus Required: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adult Supervisors: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Estimated Pupil Cost: \_\_\_\_\_ Substitute Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

List the educational objectives and expectations of this trip: \_\_\_\_\_

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

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Teacher's or Sponsor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Superintendent's Signature)

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Any changes, please call the SUPERINTENDENT'S OFFICE IMMEDIATELY, leave a message with someone in that office.

Revised: August, 2005