

# Waverly Community Schools

## Field Trip Request Form

Name of School \_\_\_\_\_ Date of Request \_\_\_\_\_

Date of Trip \_\_\_\_\_ Destination \_\_\_\_\_  
(address)

Teacher/Sponsor \_\_\_\_\_ Grade \_\_\_\_\_ Time Period(s) \_\_\_\_\_

Course/Activity \_\_\_\_\_ Account # \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Chaperones \_\_\_\_\_ Number of Busses \_\_\_\_\_

Time of Departure from Your School \_\_\_\_\_ Time of Event \_\_\_\_\_

Time of Return to Your School \_\_\_\_\_

Waverly Pick Up Point \_\_\_\_\_ Waverly Drop Off Point \_\_\_\_\_

Reason for Field Trip \_\_\_\_\_

Special Information \_\_\_\_\_

Is a special lift bus required? \_\_\_\_\_

Secretaries/Medication \_\_\_\_\_

Principal Approval \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Transportation Approval \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

White copy – Transportation

Yellow copy – School

Pink copy – Accounting