

WESTBROOK Field Trip Request Form

2 Weeks Advance Notice Required

Date of Trip		Day of Week	Depart Time-From School
School		Activity	Time Leaving-Destination
Grade	Destination	Time Back @ School	
	1		
	2		
# Buses needed	# Passengers	Special Requests	
Teacher Requesting	Phone #	Estimated Cost*** (First Student Use)	
		[Prices are Per bus unless otherwise stated]	
** Note: Weekday trips that are out before 8:00 AM or beyond 2:00 PM are NOT automatically guaranteed due availability of contracted buses *** Prices quoted are QUOTES only. Prices Vary depending on times and mileage.			

Fax To 860-526-1186

If you have made a “shared bus” agreement with another district, please describe your arrangement.

1. District and contact you are making arrangement with
2. Payment agreement – who will you be billing and receiving monies from

All arrangements are the responsibility of the teacher organizing the field trip.