

Westbrook Public Schools

Teacher Request for Educational Field Trip

Board Policy 6153

Today's Date: _____

We are planning a field trip to _____
(Place)

_____ on _____
(Address) (Date)

Cost per Pupil: Transportation \$ _____

Admission \$ _____

Lunch \$ _____

Other \$ _____

Total \$ _____

Method of Transportation: _____

Educational Objective of the trip:

Classroom Preparation for the trip: _____

Number of Student Going: _____ Number of Teachers Going: _____

Teacher(s) names:

Leaving School at: _____ Approximate time of return: _____

Grade Level: _____

Approved by Building Principal

Approved by Superintendent of Schools

Copy to: Superintendent

Principal

Teacher

February 2017