WALLED LAKE CONSOLIDATED SCHOOL DISTRICT

REGULAR FIELD TRIP REQUEST FORM

Traveling by: WL School Bus _ ___ (Account # Required-see below) Charter Bus _____ (Attach Insurance Copy) Personal Vehicle _____ (IFCB-R-17 kept w/school) Foot _____ (No Transportation)

School _____ Grade _____ Date(s) of Trip _____

Destination _____

Time of Departure from School _____ Time of Return to School _____

Name(s) & Phone Number**(s)** of Staff Members Attending

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

Total Participation _____

# of Students _____

# of Staff _____

# of Chaperones _____

# of Instruments _____

(Ratio: El/5:1, MS/7:1, HS/8:1)

- Indicate educational merits of this field trip and how it relates to your classroom instruction:

  _____
- Have you made necessary arrangements with authorities at your destination? Yes ___ Does Not Apply
- Have you notified cafeteria and itinerant staff of the date of your trip? Yes ____ Does Not Apply ____
- Indicate account number for WL transportation billing: _____
- Substitute arrangements have been made where necessary. Yes _____ Does Not Apply ____

_____ _____ _____ _____

Principal Signature Date Exec. Dir. of Instr., Tech., & Assessment Date

Field trips using Walled Lake buses are to be taken between the hours of 9:30A-1:50P.
77-passenger buses are used for field trips; however, a limited number of 65-passenger buses are available.
****Only Walled Lake students and authorized chaperones are permitted to ride school buses.****
After hours transportation contact numbers:_____

FIELD TRIP CONFIRMATION - FOR TRANSPORTATION USE ONLY

☐ **APPROVED** ☐ **DISAPPROVED**

Reason for disapproval _____
_____

Assigned to _____ _____
Bus Number _____ Transportation Supervisor's Signature

Your account/s have been charged as follows:

Field Trip Salary (_____hours _____minutes @ $_____/hour) $_____
Field Trip Mileage (_____miles @ $1.75/mile) $_____
TOTAL $_____

Journal Entry #: _____ Logged on: _____

Distribution Directions: 1 copy – Confirmation 2 copies – Transportation 1 copy - Debit Notice

Rev. 9/93, 10/95, 7/96, 9/97, 12/00, 7/05, 5/06, 07/07, 6/08, 10/6/11