

WESTLAKE HIGH SCHOOL FIELD TRIP APPROVAL FORM



Activity or Field Trip: _____

Teacher or Advisor: _____

Class or Group Involved: _____

Number of Students Attending (approx.) _____

Date of Trip: _____

Time: _____

District Buses Needed: Yes No

If yes, list account that will be charged: _____

Buses need to be ordered 2 wks. in advance, through Natalie Clark

Chaperones: _____

Chaperones must be cleared through Natalie Clark before Field Trip. (1:10 ratio)

Brief Statement on Activity or Field Trip:

How activity relates to curriculum?

Teacher or Advisor Signature _____

Date _____

Administration Approval _____

Note: If your trip is overnight, please include:

Hotel Info

Contact Number

*** Please attach itinerary to form ***

*** Please return a hard copy or email to Kristin Packer – Thank you.**