



WESTLAKE HIGH SCHOOL



Supervisor Report for Student Excursion Completion

This form must be completed within ten days of the excursion and forwarded to the Board of Education through the appropriate Assistant Superintendent. Please type information.

School		Board Approval Date	
Group Traveling		Total No. of Students	
Faculty Member in Charge		Total No. of Advisors	
Destination		Date(s) of Trip	
Final Cost per Student		Original Cost per Student	

Reason for Variance

Briefly explain how the objective of this trip was met. (Please include one to two paragraphs in your response)

Please return this completed report to John Broadhead, ten days following your trip.