



Westlake High School

# FIELD TRIP APPROVAL FORM

This form must be completed and turned-in at least 3 weeks prior to the requested date!

Activity/Field Trip \_\_\_\_\_

Teacher/Advisor \_\_\_\_\_

Class/Group Involved \_\_\_\_\_

Number of Students Attending (approx.) \_\_\_\_\_

Date of Trip \_\_\_\_\_

District Buses Needed  Yes  No Buses need to be ordered 2 weeks prior to the field trip

Chaperones  Yes  No Chaperones must be ASD cleared before field trip (1:10 ratio)

Brief Statement on Activity/Field Trip (how activity relates to curriculum)

Teacher/Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Administration Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Note: Turn-in this form to Mike O'Connor, along with a complete itinerary, flyer, schedule and cleared chaperone list.**