Westerly Public Schools
Educational Field Trip Request Form

Field trip requests must be submitted to the superintendent’s office four (4) weeks prior to the trip. Out of country field trips should be submitted to the Superintendent’s office three (3) months prior to the trip.

Date of Request: ____________________

PLEASE NOTE:
All sites must be ADA accessible. Please check the following criteria before scheduling any field trip.

Wheel Chair Accessible Handicapped Accessible Rest Room Private Diaper Changing Areas Available

Please indicate any special accommodations that are needed, i.e., nurse, teacher assistant, personal care attendant, etc.: ________________________________

School: ___________________________ Phone: ___________________________

Teacher: ___________________________

Grade Level: _______________ Number of Students: ___________ Number of Chaperones: ___________

Date of Trip: _______________________

Destination: _______________________

(Please list name, address, phone number)

Type of Transportation:
• Westerly Public Schools Bus: ___________________________ Number of Buses: ___________________________
  Wheel Chair Transport needed: ___________________________

• Commercial Bus: ___________________________
  Name of Commercial Bus Company: ___________________________

• Other: ___________________________

Departure time from school: _______________ Return time to school: _______________

Curriculum Area(s): ___________________________

Educational Objectives: ___________________________

Funding Source: ___________________________

Teacher(s) Signature: ___________________________ Date: ___________________________

Principal Approval: ___________________________ Date: ___________________________

Assistant Superintendent Approval: ___________________________ Date: ___________________________

Finance Approval: ___________________________ Date: ___________________________

Transportation Approval: ___________________________ Date: ___________________________

Superintendent Approval: ___________________________ Date: ___________________________

Westerly Public Schools does not discriminate on the basis of age, sex, race, religion, national origin, color disability in accordance with applicable laws and regulations.

White - Finance            Canary - Principal            Pink - Transportation