

SCHOOL DISTRICT OF PRENTICE

Field Trip Request Form

2 copies

District Office Transportation Director

Request must be submitted for approval 2 days prior to date of trip.

Date of Trip _____ Date Submitted _____

Trip Requested by _____

Departure Location Ogema Elementary Prentice Elementary

Prentice Middle Prentice High

Destination _____

Leave Time _____ A M P M Return Time _____ A M P M

Special Instructions for Driver _____

Purpose of Trip _____

Number of Students _____ Number of Adults _____ and luggage for 10 days

OFFICE USE ONLY

Approved Denied

Building Principal

Date

Reason if Denied

of Buses _____

Driver(s) _____