

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.