



**West Aurora
School
District 129**

WEST AURORA • NORTH AURORA • MONTGOMERY • SUGAR GROVE • BATAVIA

Field Trip Request Form

ALL REQUESTS MUST BE SUBMITTED A MINIMUM OF TWO WEEKS IN ADVANCE

Please fill out this form and **SUBMIT TO YOUR PRINCIPAL** for approval.

UPON APPROVAL, scan and email **COMPLETED FORM** to mbecker@sd129.org

Questions? Contact Marty @ 630-301-5624

Building:

Teacher in charge:

Date of trip:

Day of Trip:

Class or group requesting trip:

Number of students:

Number of adult supervisors:

Trip destination:

Time leaving School:

Time to return for pick-up:

Approx. time of return to school:

Purpose of Visit:

Account # to be billed for this trip:

Principal Approval:

Director Approval:
