

Corvallis Primary School
“FIELD TRIP”
 REQUEST FORM

Name:
(person making request)

**Today's
 Date:**

**Date
 of Trip:**

Group:
(grade/teacher)

**# of
 Students:**

Destination:

Reason for Trip:

Departure Time:

Return Time:

Is Bus Transportation Required?

Yes:

No:

If yes, complete online “Request for Bus Transportation” at least two weeks in advance of trip

**Principal
 Signature:**

Approved:

Denied:

**Complete and return this form to principal for approval of all field trips,
 including those not requiring bus service.**

