**Illini West High School District #307**

*Field Trip/Transportation Request*

Date of Trip:

Time & Place of Departure:

Appx Time of Arrival Home:

Teacher/Sponsor Making Request:

Destination:

Grade/Class:

Number of Passengers:

ATTACH A LIST OF STUDENTS WHO PLAN TO ATTEND EVENT

(A final list of students who attend must be submitted to Transportation Director on day of event.)

Date of Request:

Periods Sub needed at School:

Educational Purpose of Trip (Include IL Learning Standards):

|  |  |
| --- | --- |
| Does trip require bus transportation? |  [ ]  Yes [ ] No |
| Is bus required to stay with the group? |  [ ]  Yes [ ] No |

 [ ]  Approved

Signature of Principal Date

 [ ]  Approved

Signature of Transportation Director Date

|  |
| --- |
| This “Transportation Request Form” needs to be submitted to the Transportation Director at least one week in advance of trip. Approval is contingent upon availability of bus and driver. |

Office Use Only:

 Bus/Van to be used:

 [ ]  Carthage Elementary School District – Bus or Van

 [ ]  LaHarpe Elementary School District – Bus or Van

 [ ]  Illini West Activity Bus Driver:

 [ ]  Illini West Yellow Bus Driver: