



HARRISBURG SCHOOL DISTRICT 41-2
TRANSPORTATION / FIELD TRIP REQUEST FORM



TRANSPORTATION / FIELD TRIP INFO

Date of Event: _____

Teacher(s): _____ Class(es): _____

Teacher Phone#: _____

Building: Liberty Explorer Journey Freedom Endeavor
 Horizon South MS North MS HS

Number of Students: _____ Number of Teachers & Chaperones: _____

Time to Leave: _____ Time to Return: _____

Destination: _____

Objective of Field Trip:

Employee Signature

Date

Please forward this form to your Administrator.

FIELD TRIP APPROVAL

APPROVED NOT APPROVED

Administrator's Signature

Date

BUS DRIVER INFO

Bus & Driver(s) Available # of Busses: _____

NOT Available

Transportation Supervisor Signature

Date