

Postville Community Schools Field Trip Requisition Form



Please complete and return this form to the building principal to order special school bus transportation to take students to events away from the school. All departures will be from the school unless noted otherwise. The principal will submit this request to the superintendent. All requests must be made a minimum of 10 calendar days prior to the scheduled event.

Name of Person(s) requesting Field Trip: _____

Today's Date: _____ (month,date,year)

Date of Trip: _____ Departure Time: _____ Return Time: _____

Departure Location if other than the "U" Parking Lot:

Destination(s): _____

Number of Students: Male _____ Female _____ Chaperones: _____

How does this trip contribute to District, Building, or course goals?

Special comments: _____

Driver Cost: _____

Mileage Cost: _____

Principal Signature

Superintendent Signature

*Please Print 2 copies and return to building principal.