

WILMETTE PUBLIC SCHOOLS
TRANSPORTATION OFFICE

615 Locust Road
Wilmette, Illinois 60091
847/256-2450
847/256-1782 (Fax)

FIELD TRIP TRANSPORTATION REQUEST

Field Trip Contact Person & Phone # _____

Date of Trip _____ Date of Request _____

School of Departure and Return _____

Time of Departure _____ Time of Return _____

Destination _____

Address of Destination _____

Phone Number and Contact Person at Destination _____

Number of Children _____ Number of Adults _____

Teacher(s) Traveling with children _____

Equipment needed:

Wheelchair bus _____ Student Restraint System _____ Other _____
Please specify

Special Instruction _____

Teacher's Signature

Principal's Signature

All written requests must be submitted to transportation at the MEC before scheduled day of field trip