

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

Exhibit 6153 e

FIELD TRIP REQUEST FORM

(To Be Completed by Requesting Staff)

Employee Name: _____ Date of Request: _____

Destination/Location of Activity: _____

Describe and Give Detail: _____

Date of Activity: _____

Departure Time: _____ Return Time: _____

Class/Grade Level, Number of Students Involved, Estimated Costs: _____

Signature of Sponsor: _____ Date: _____

Signature of Employee: _____ Date: _____

Signature of Principal: _____ Date: _____