



## Grundy County Special Education Cooperative

725 School Street, Morris, IL 60450  
Phone 815-942-5780 Fax 815-942-5782

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### Field Trip Request

Teacher:

Date:

Program/Class:

Date of Trip:

Destination:

Number of Students:

Number of Chaperones:

Purpose of trip:

#### **Arrangements for Travel**

Time of Departure:

Door #:

Time of Return:

Notes: (example: using bus and driver on site, need smaller bus/van, etc):

#### **Estimated Costs**

Reservation Cost:

Other Costs:

Teacher's Electronic Signature:

Date:

Admin Electronic Signature:

Date:

Submit completed form for travel arrangements to **Phoebe Weitzel**