



West Los Angeles College

FIELD TRIP APPROVAL FORM

To: Vice President, Academic Affairs

Date _____

From: _____

Class _____

Date of Trip _____

Time _____

Destination _____

Method of Transportation bus private auto

Approved: _____
Vice President, Academic Affairs

_____ Date

Complete this section and submit to Vice President of Academic Affairs if bus transportation is needed at least two weeks prior to the date of the field trip.

Number of students participating _____

Time bus to leave West Los Angeles College _____

Time bus to leave destination _____

Note special instructions, if any _____

Approved for bus arrangements _____
Vice President, Administration

_____ Date