



Renville County West

Independent School District No. 2890
301 Northeast Third Street – PO Box 338 Renville, Minnesota 56284



Doug Froke, Superintendent

Phone: 320.329.8362/Fax: 320.329.3271

Renville County West ISD #2890 Field Trip Request Form

Teacher: _____

Grade/Group: _____

Date of Trip: _____

Request Date: _____

Event: _____

Destination: _____

Departure time: _____ AM - PM

Return Time: _____ AM PM

Finance code _____

Number of Students: _____

Number of Staff / Chaperones: _____

Teacher signature: _____

Total # to be transported: _____

Principal signature: _____

Approved Denied : Reason _____

Transportation signature: _____

Bus #: _____

Driver: _____

This request form must be filled out and approved by the Principal and Transportation Department two weeks in advance to assure that we have the required driver and bus for the trip.