



Metro

*All Requests must be submitted at least 3 weeks prior to field trip on rail or 5 weeks on bus. Entire form must be completed in order to ensure quick confirmation. Please email completed forms to martinezja@metro.net or fax **213-922-8868**. If any questions or concerns please call: 213-922-4048.*

Field Trip Request Form

Name of School: _____

Address: _____ Phone Number _____

School District: _____ District Approved: Yes No

Contact Person: _____

Mobile Number _____ Email: _____

Expected Attendees: Students: _____ Adults: _____

Grade Level (1st – 5th grade) _____ Special Needs: Yes No

Destination: _____

Date of Trip: _____ Time: _____

Transportation via: Train _____ Bus _____

Start of trip: Location: _____ Time: _____

End of Trip: Location: _____ Time: _____

Brief Description of Trip Itinerary:

Students Completed Web based Training on:

How to ride/fare: _____

Safety Tips _____

Code of Conduct: _____

Principal Approval:

All Parental Forms Returned

Teacher's Name: _____ Principal's Name _____

Signature: _____ Signature: _____