



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

Over-Night Field Trip Request Form

Date(s) of Trip: ≈ June 19 - June 26, 2024

School: Humphrey Elementary Winsted Elementary
 Middle School High School

Destination: Costa Rica

Telephone Number: 1-800-457-1300

Address: Two Education Circle, Cambridge, MA 02141

Departure Time From School: am

Return Time to School: pm

Class, Club, Sport/Activity or Grade Level: Spanish 3

Teacher/Advisor in Charge: Sara Varner

Purpose/Related to Which Essential Standards: 5C's National Standards

Approximate Expenses: District Student/Activity Account
none none

Event/Ticket Cost: _____

Bus Cost: _____

Other: _____

*Student/Family
funded
entirely*

Approvals –

Supervisor/Coach Signature Sara Varner Date 5/1/23

Principal/Director Signature [Signature] Date 5/5/23

Superintendent Signature [Signature] Date 5/5/2023

School Board Signature _____ Date _____

Requests must be submitted to building principal **30 days** prior to the trip.
Trip must be approved by the School Board prior to trip date.
A separate request form must be filled out for each trip.