

SAN CARLOS SCHOOL DISTRICT

Request for Study Trip Approval

[In accordance with BP 6153, the following request is submitted to the principal at least 10 days prior to planned event.]

1. I hereby request approval of plans to conduct a school-sponsored study trip on May 1-6, 2016 to Yosemite Nat'l Park
date location

The purpose of this study trip is: Nature Bridge program

Planned follow-up activities: science, LA, math, etc.

2. Estimated time of departure: 9am May 1, 2016 return: 6pm May 6, 2016

3. Mode of transportation: walking ___ bus private vehicle/s/ ___ other ___

4. The study trip is handicap accessible: yes no ___

5. Costs for admission and/or transportation: on file

6. Funding source for these expenses: Family

Middle School only: Substitute needed: yes number TBD no ___

7. Alternative instruction for students not attending this study trip: Mitchell, Banfield, Becht, Peck, Pettithorne

provided by Witter, ~~the~~ Williams

8. Special Supervision Factors: (please check only those that are applicable)

Overnight Out of state ___ Poisonous snakes ___ Swimming ___

Other: _____

9. If approved, I understand my responsibility to:

- Get written parental permission for each participating student
- Take along a first aid kit
- Provide appropriate, related instruction before and after the trip
- Instruct chaperones regarding their supervision responsibilities
- Check that volunteer drivers have current driver forms on file in the office
- Before departing, provide the office with an updated list of students riding with each driver.

Kimberly S. Mitchell
Teacher Signature

7th grade math
grade/class/subject

3/25/2016
date

Approved Disapproved for the following reason/s/:

[Signature]
Administrator Signature

3/25/2016
Date

Distribution: White returned to teacher after action
Pink retained by Administrator following action
Yellow retained by teacher prior to approval