

SAN CARLOS SCHOOL DISTRICTRequest 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, Barnfield, 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

Approved

7th grade math

grade/class/subject

3/25/2016

date

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