

**SAN CARLOS SCHOOL DISTRICT**  
**REQUEST FOR STUDY TRIP**

(In accordance with BP 6153, the following request is submitted to the principal at least 10 days prior to planned vent)

1. I hereby request approval of the plans to conduct a school-sponsored study trip on  
6/10/16 to Great America  
Date location

The purpose of this study trip is: 8<sup>th</sup> grade Promotion

Planned follow -up activities: N/A

2. Estimated time of departure: 9:30 am return: 3:30 pm

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

4. This study trip is handicap accessible: yes ☒ no ☐

5. Cost of admission and/or transportation: part of package PTA sponsored

6. Funding Source for these expenses: P.T.A. Parent

Middle school only: Substitute needed: yes ☐ no ☒

7. Alternative instruction for students not attending this study trip:

N/A

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

[Signature]  
Teacher signature

8<sup>th</sup> grade Class  
grade/class /subject

4/16/16  
date

[Signature] Approved

Disapproved for the following reason

[Signature]  
Administrator Signature

4-20-16  
Date