

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: 8th 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

8th grade Class
grade/class /subject

4/16/16
date

[Signature]
Approved

Disapproved for the following reason

[Signature]
Administrator Signature

4-20-16
Date