

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 6/10/16 to Great American Park, Santa Clara
date location
 The purpose of this study trip is: Graduation celebration
 Planned follow-up activities: _____
2. Estimated time of departure: 9:45 return: 5:30
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: Admission \$31, bus \$22
6. Funding source for these expenses: Families will pay
 Middle School only: Substitute needed: yes _____ number _____ no ☒
7. Alternative instruction for students not attending this study trip:
There will be teachers who stay back
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.

[Signature]
 Teacher Signature

8th grade
 grade/class/subject

5/5/16
 date

☒ Approved

Disapproved for the following reason/s/:

[Signature]
 Administrator Signature

5/5/16
 Date

Distribution:

White returned to teacher after action

Pink retained by Administrator following action

Yellow retained by teacher prior to approval