

**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] 8<sup>th</sup> grade 5/5/16  
Teacher Signature grade/class/subject date  
 Approved \_\_\_\_\_ Disapproved for the following reason/s/:

[Signature] 5/5/16  
Administrator Signature Date

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