

Sent 3/16/16

**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  
4/21-4/24, 2016 to Heritage Music Fest, Anaheim, CA  
Date location

The purpose of this study trip is: Music competition.

Planned follow-up activities: performances

2. Estimated time of departure: 930 return: 430

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: Approx 402<sup>00</sup> w/ scholarships available

6. Funding Source for these expenses: \_\_\_\_\_

Middle school only: Substitute needed: yes ☒ no \_\_\_

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

8. Special Supervision Factors (please check only those that are applicable)  
Overnight ☒ Out of state \_\_\_ Poisonous snakes \_\_\_ Swimming ☒ Pool

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

Band 5/6/7/8  
grade/class /subject

3/9/16  
date

[Signature]  
Approved

\_\_\_\_\_ Disapproved for the following reason

[Signature]  
Administrator Signature

3/9/16  
Date