

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.]

- I hereby request approval of plans to conduct a school-sponsored study trip on May 5-8 to Music in the Parks Music Festival, Disneyland.
 Date Location
 The purpose of this study trip is: Music Festival
 Planned follow-up activities: _____
- Estimated time of departure: 9:am 5-8 return: 5pm 5-8
- Mode of transportation: walking _____ bus ☒ private vehicle(s) _____ other _____
- The study trip is handicap accessible: Yes ☒ No _____
- Costs for admission \$198 and/or transportation \$250 \$555.00
 Funding source for these expenses: parent funded total cost
- Middle School Only: Substitute needed: Yes ☒ Number _____ No _____
 Budget Code: _____
- Alternative instruction for students not attending this study trip:
TBD
- Special Supervision Factors: (please check only those that are applicable)
 Overnight ☒ Out of state _____ Poisonous snakes _____ Swimming _____
 Other: _____
- 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.

Teacher Signature

8th grade Orchestra
 Grade/Class/Subject

2-12-16
 Date

☒ Approved

☐ Disapproved for the following reason(s):

Steve Kals
 Administrator Signature

2/12/2016
 Date

Distribution:

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

Rev 11/04