

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 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: _____

2. Estimated time of departure: 9:am 5-8 return: 5pm 5-8

3. Mode of transportation: walking _____ bus private vehicle(s) _____ other _____

4. The study trip is handicap accessible: Yes No _____

5. Costs for admission \$198 and/or transportation \$250 **\$555.00 total cost**
Funding source for these expenses: parent funded

6. Middle School Only: Substitute needed: Yes Number _____ No _____

Budget Code: _____

7. 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: _____

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] 8th grade Orchestra 2-12-16
Teacher Signature Grade/Class/Subject Date

Approved
 Disapproved for the following reason(s): _____

[Signature] 2/12/2016
Administrator Signature Date