

# REQUEST FOR TRIP APPROVAL

002739

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
 OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 2/10/17 SCHOOL: Canyon  
GROUP: Choir & Band ADVISOR/COACH: Mary Purdy & Stephen Hufford  
TRIP DAYS/DATES: 3/24 - 3/26/17 DEPARTURE TIME: 6 am RETURN TIME: 10 pm  
DESTINATION: Disneyland  
METHOD OF TRANSPORTATION: BNS

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING:  SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: To participate in 2 educational work-shops.

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Fairfield Inn, 14600 S. Harbor Blvd, Anaheim CA 92802

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraisings & Parent donations  
 LODGING & OTHER: " "

NUMBER OF STUDENTS PARTICIPATING: Male: 22 Female: 51 Total: 73

CERTIFICATED GROUP LEADER: Mary Purdy & Stephen Hufford CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \* Stephen Hufford, + Don Pittman, Chad Cooper

NAME(S) OF FEMALE SUPERVISORS: \* Mary Purdy, Ardith Mahoney, Amy Brandenstein, Mary Stelow, Jeanne Robinson, Sara Hey-Folkick

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: L Pennay Date: 2/10/2017  
Principal: [Signature] Date: 2/10/17  
Superintendent: [Signature] Date: 2/21/17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
(X) OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 2/10/17 SCHOOL: Hart High School

GROUP: Robotics Club ADVISOR/COACH: Michelle Hughes

TRIP DAYS/DATES: March 17-18, 2017 DEPARTURE TIME: 7am RETURN TIME: 8 pm

DESTINATION: Ventura College

METHOD OF TRANSPORTATION: Private vehicle, Parents driving own students to/from event

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: Robotics competition Runs 3/17-3/18

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Holiday Inn Express 1080 Navigation Drive, Ventura

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Robotics Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: \*

X TRANSPORTATION: private vehicle (Robotics Trust) reimbursement

X LODGING & OTHER: shared rooms, (Robotics Trust)

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 1 Total: 7

CERTIFICATED GROUP LEADER: Michelle Hughes CELL PHONE \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Thomas Nogales

NAME(S) OF FEMALE SUPERVISORS: \* Michelle Hughes

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 2/10/17

Principal: [Signature] Date: 2/10/17

Superintendent: [Signature] Date: 2/13/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: February 9, 2017 SCHOOL: Hart High School  
GROUP: Hart Film Club ADVISOR/COACH: John Howard\*  
TRIP DAYS/DATES: 4 days - March 28 - March 31, 2017 DEPARTURE TIME: 8:00 AM RETURN TIME: 2:00 PM  
DESTINATION: Student Television Network (STN) Conventions  
METHOD OF TRANSPORTATION: Parents drop off/pick up their own children

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: Competition/Training/Career skills

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 4 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Anaheim Hilton, 777 Convention Way, Anaheim CA 92802

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 4 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: \_\_\_\_\_

LODGING & OTHER: Donations made to Hart Film Club

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 3 Total: 6

CERTIFICATED GROUP LEADER: \*John Howard CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \_\_\_\_\_

NAME(S) OF FEMALE SUPERVISORS: Sharleen Gordon

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 2/9/17  
Principal: [Signature] Date: 2/9/17  
Superintendent: [Signature] Date: 2/14/17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
(X) OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 2/15/17 SCHOOL: Valencia  
GROUP: DECA ADVISOR/COACH: Dennis Mifflin  
TRIP DAYS/DATES: March 16-18, 2017 DEPARTURE TIME: 8am RETURN TIME: 5pm  
DESTINATION: Irvine Marriott, 18000 Von Karmen, Irvine, CA 92612  
METHOD OF TRANSPORTATION: Teacher car, District approved drivers

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: DECA Officer Training Conference

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 2 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Irvine Marriott, 18000 Von Karmen, Irvine, CA 92612

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins

(X) LODGING & OTHER: Perkins & California DECA

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 1 Total: 2

CERTIFICATED GROUP LEADER: Dennis Mifflin CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \*Dennis Mifflin

NAME(S) OF FEMALE SUPERVISORS: #Janet Mifflin

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 2/15/17

Principal: [Signature] Date: 2/15/17

Superintendent: [Signature] Date: 2/21/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

002886

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

(X) OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 2/15/17 SCHOOL: West Ranch H.S.  
GROUP: Boys Volleyball ADVISOR/COACH: Dody Garcia / Nate Sparks  
TRIP DAYS/DATES: March 17-18 2017 DEPARTURE TIME: 3:17 10 AM RETURN TIME: 3:18 9 PM  
DESTINATION: La Jolla High School, 750 Nautilus St, La Jolla, Ca 92037  
METHOD OF TRANSPORTATION: parents will drive their own students only

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: Beach City Invitational Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? \_\_\_\_\_ DAYS OR 2 PERIODS  
ACCOMMODATIONS (Include complete address): La Quinta Inn & Suites, 4610 De Soto St. San Diego Ca

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 0 DAYS OR 2 PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
( ) TRANSPORTATION: Parents will drive  
(X) LODGING & OTHER: Fundraising & donations

NUMBER OF STUDENTS PARTICIPATING: Male: 19 Female: 0 Total: 19

CERTIFICATED GROUP LEADER: Dody Garcia CELL PHONE: \_\_\_\_\_  
A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Nate Sparks  
Alejandro Simantal

NAME(S) OF FEMALE SUPERVISORS: \* Dody Garcia

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Site administrator verification that supervisors have been cleared: [Signature] Date: \_\_\_\_\_  
Principal: Mark Cranford Date: 2/21/17  
Superintendent: [Signature] Date: 2/23/17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 2/12/17 SCHOOL: West Ranch High School

GROUP: ASB ADVISOR/COACH: Todd Arrowsmith

TRIP DAYS/DATES: 4/1/17 - 4/3/17 DEPARTURE TIME: 4:19am RETURN TIME: 4:3 3pm

DESTINATION: San Jose, Ca.

METHOD OF TRANSPORTATION: Parents to transport to & from airport then airplane, own students

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: ASB Leadership trip - CASL

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT?  DAYS OR  PERIODS

ACCOMMODATIONS (Include complete address): San Jose Doubletree, 2050 Gateway, San Jose, Ca 95110

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: n/a substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(  ) TRANSPORTATION: fundraising & donations

(  ) LODGING & OTHER: "

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 12 Total: 14

CERTIFICATED GROUP LEADER: Todd Arrowsmith CELL PHONE: \_\_\_\_\_

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NAME(S) OF MALE SUPERVISORS: \* Todd Arrowsmith

NAME(S) OF FEMALE SUPERVISORS: \* Kristan Hingz

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 2/15/17

Principal: [Signature] Date: 2/16/17

Superintendent: [Signature] Date: 2/21/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

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(X) OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 2/7/17 SCHOOL: West Ranch / Hart District  
GROUP: Robotics Team ADVISOR/COACH: Janine Terrazas  
TRIP DAYS/DATES: 4/4-4/8/17 DEPARTURE TIME: 4/4 9AM RETURN TIME: 4/8 2pm  
DESTINATION: University of Las Vegas Las Vegas, Nevada  
METHOD OF TRANSPORTATION: Parents will transport their own child (ONLY)

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: Robotics Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Circus Circus, 2890 Las Vegas Blvd. Las Vegas, NV 89109

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: n/a substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

- TRANSPORTATION: fundraising/donations/ASB Trust
- LODGING & OTHER: "

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 2 Total: 11

CERTIFICATED GROUP LEADER: Janine Terrazas CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: John Woodward  
Peter Onesti

NAME(S) OF FEMALE SUPERVISORS: \* Janine Terrazas

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 2/7/17  
Principal: [Signature] Date: 2/7/17  
Superintendent: [Signature] Date: 2/7/17  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

002891

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
 OVERNIGHT / OUT-OF-STATE TRIPS

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DATE OF REQUEST: 2/2/17 SCHOOL: West Ranch H.S.

GROUP: FBLA ADVISOR/COACH: Tanja Brosche

TRIP DAYS/DATES: 4/6 - 4/9/17 DEPARTURE TIME: 4/6 1pm RETURN TIME: 4/9 3pm

DESTINATION: Sacramento, Cal

METHOD OF TRANSPORTATION: parents transport to airport, own students to hotel, airplane to Sacramento, shuttle from

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: FBLA State Leadership Convention

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Hyalit Royency, 1209 L St. Sacramento Ca 95814

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: n/a substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: fundraising a ASB Trust Account

LODGING & OTHER: \_\_\_\_\_

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 9 Total: 18

CERTIFICATED GROUP LEADER: Tanja Brosche CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: \* Dennis Mifflin

NAME(S) OF FEMALE SUPERVISORS: \* Tanja Brosche

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: [Signature] Date: 2/7/17

Principal: [Signature] Date: 2/7/17

Superintendent: [Signature] Date: 2/14/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)  
() OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 2/12/17 SCHOOL: Arroyo Seco Junior High  
GROUP: Video Production (CNN) ADVISOR/COACH: Von Hougo  
TRIP DAYS/DATES: March 28, to March 31, 2017 DEPARTURE TIME: 5am RETURN TIME: 2pm  
DESTINATION: Anaheim Hilton - Student Television Network  
METHOD OF TRANSPORTATION: Car, District Approved Drivers

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

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PURPOSE OR JUSTIFICATION FOR TRIP: Student Television Network Conference

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 4 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Anaheim Hilton 777 W. Convention Way, Anaheim, CA 92802

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 4 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: CTE-16

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

- (X) TRANSPORTATION: CTE-16 and donations
- (X) LODGING & OTHER: CTE-16 and donations

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 4 Total: 10

CERTIFICATED GROUP LEADER: Von Hougo \* # CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Von Hougo \* #

NAME(S) OF FEMALE SUPERVISORS: Tracy Diaz #

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared: Rhonda Durand Date: 2-15-17  
 Principal: Rhonda Durand Date: 2-15-17  
 Superintendent: August Date: 2/21/17  
 Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR TRIP APPROVAL

( ) DAY TRIP OUTSIDE LOS ANGELES, VENTURA, ORANGE AND RIVERSIDE COUNTIES (East of I-215)

OVERNIGHT / OUT-OF-STATE TRIPS

REQUESTS SHALL BE SUBMITTED IN WRITING 30 DAYS PRIOR TO THE TRIP DATE (DAY TRIPS) AND SUBMITTED 45 DAYS IN ADVANCE OF OUT-OF-STATE TRIPS / OVERNIGHT TRIPS (REGARDLESS OF DESTINATION) AND SHALL INCLUDE THE NAMES OF ALL DISTRICT-APPROVED SUPERVISORS. TRIP APPROVAL REQUESTS THAT ARE INCOMPLETE OR ARE SUBMITTED AFTER THE DEADLINE FOR SUBMISSION WILL BE DENIED, WITH THE EXCEPTION OF CIF PLAYOFF COMPETITION. ANY CHANGES TO THE INFORMATION PROVIDED ON THIS REQUEST FOR TRIP APPROVAL MADE AFTER THE FORM IS SUBMITTED MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE PRIOR TO THE TRIP.

DATE OF REQUEST: 1-31-17 SCHOOL: Rio Norte JHS

GROUP: Music Dept. ADVISOR/COACH: Jeff Gilbert

TRIP DAYS/DATES: April 21 - April 23, 2017 DEPARTURE TIME: 12:30pm RETURN TIME: 10:00 a.m.

DESTINATION: Anaheim Area Music Festival - Disney

METHOD OF TRANSPORTATION: Bus

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) 3 ( ) CHARTER BUS - LEVEL(S) \_\_\_\_\_

Transportation for day trips outside Los Angeles, Ventura, Orange, Riverside (east of I-215) Counties may not be made by private or rental vehicles. All School Bus, Charter and SPAB Transportation for any trip inside the State of California must be made through the District Transportation Department. Groups traveling out of state shall ensure that utilized transportation meets the legal requirements for the transportation of pupils outside of California. All charter bus reservations must be paid for by the group and will not be funded by the District, with the exception of CIF semi-finals, where the school will pay any costs above the funding for a regular school bus. The District will pay the full cost of charter buses for CIF Finals contests.

PURPOSE OR JUSTIFICATION FOR TRIP: Music Festival

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 1 PERIODS

ACCOMMODATIONS (Include complete address): Disneyland Hotel, 1150 W. Magic Way Anaheim CA 92802

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: \_\_\_\_\_ substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Music ASB Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 31 Female: 71 Total: 102

CERTIFICATED GROUP LEADER: Jeffrey C Gilbert CELL PHONE: \_\_\_\_\_

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Tom Spiker

NAME(S) OF FEMALE SUPERVISORS: Jennifer Spiker, Jacque Anderson, Marie Gilbert, Charlotte Judson, Brandie Devore, Anna Quattlebaum, Natalie Ross, Diane Diaz, Vickie Kaplan\*

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition or league affiliated trips.

Site administrator verification that supervisors have been cleared:  [Signature] Date: 2/1/17

Principal:  [Signature] Date: 2/1/17

Superintendent: [Signature] Date: 2/13/17

Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_