

003022

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: 8/2/17 SCHOOL: SAUGUS HIGH
 GROUP: SHS YEARBOOK ADVISOR/COACH: CHRISTINA TOLISANO
 TRIP DAYS/DATES: Sept. 15 - 17, 2017 DEPARTURE TIME: 8:00 am RETURN TIME: 3:00 pm
 DESTINATION: ANAHEIM, CA Friday, Sept. 15 Sunday, Sept. 17
 METHOD OF TRANSPORTATION: Parents driving only their own student in private vehicles

*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.

Walsworth

PURPOSE OR JUSTIFICATION FOR TRIP: Yearbook Publishing Company Workshop for Leadership/Design

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

ACCOMMODATIONS (Include complete address): DESERT PALMS HOTEL & SUITES, 631 W. Katella Ave., Anaheim, CA

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: ONE substitute(s) for ONE DAYS OR 92802 (800) 635-5423 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB YEARBOOK ACCOUNT

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: _____

~~XX~~ LODGING & OTHER: WALSWORTH PUBLISHING

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 2 Total: 2

CERTIFICATED GROUP LEADER: CHRISTINA TOLISANO 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: NA

NAME(S) OF FEMALE SUPERVISORS: CHRISTINA TOLISANO *

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: 8-2-17

Principal: _____

Date: 8-2-17

Superintendent: _____

Date: 8-7-17

Governing Board (if required): _____

Date: _____

Revised 3/2013

003012

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: 8/5/17 SCHOOL: SAUGUS HIGH SCHOOL

GROUP: SAUGUS CROSS COUNTRY ADVISOR/COACH: RENE PARAGAS/ KEVIN BERNES

TRIP DAYS/DATES: 9/28 - 10/1/17 DEPARTURE TIME: 7:00 am RETURN TIME: 1:00 pm

DESTINATION: Portland, Oregon Thurs., 9/28 Sun., 10/1

METHOD OF TRANSPORTATION: Plane/Car (District-Approved drivers) to/from airport

*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: Participate in Nike Portland Cross Country Invite to compete against nationally-ranked teams

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

ACCOMMODATIONS (Include complete address): Embassy Suites Portland Airport, 7900 NE 82nd Ave., Portland, OR 97220, (503) 460-3000

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: Two substitute(s) for Two DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Cross Country ASB Trust/Booster Club

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Cross Country Booster Club

(X) LODGING & OTHER: Cross Country Booster Club

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

CERTIFICATED GROUP LEADER: RENE PARAGAS KEVIN BERNES 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: RENE PARAGAS * # ✓
MARCUS GARRETT * # ✓

KEVIN BERNES * # ✓

NAME(S) OF FEMALE SUPERVISORS: MICAYLA FRANKIAN * # ✓

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: 8/10/17

Principal: [Signature] Date: 8-10-17

Superintendent: [Signature] Date: 8-14-17

Governing Board (if required): _____ Date: _____

Revised 3/2013

003020

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: 8/1/17 SCHOOL: SAUGUS HIGH SCHOOL

GROUP: GIRLS' VARSITY VOLLEYBALL ADVISOR/COACH: ZACHARY AMBROSE

TRIP DAYS/DATES: 10/13/17 - 10/14/17 DEPARTURE TIME: 9:00 AM RETURN TIME: 5:00 PM

DESTINATION: SAN DIEGO, CA Fri., 10/13/17 Sat., 10/14/17

METHOD OF TRANSPORTATION: Approved Drivers & parents of players driving only their own student in private vehicles

*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: HUDL SO. CAL. VARSITY INVITATIONAL VOLLEYBALL TOURNAMENT

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

ACCOMMODATIONS (Include complete address): HOLIDAY INN, 9335 Kearny Mesa Rd., San Diego, CA 92126
(858) 695-2300

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: ONE substitute(s) for ONE DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: GIRLS' VOLLEYBALL BOOSTER CLUB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: GIRLS' VOLLEYBALL BOOSTER CLUB

(X) LODGING & OTHER: GIRLS' VOLLEYBALL BOOSTER CLUB

NUMBER OF STUDENTS PARTICIPATING: Male: _____ Female: 17 Total: 17

CERTIFICATED GROUP LEADER: ZACHARY AMBROSE 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: ZACHARY AMBROSE *

NAME(S) OF FEMALE SUPERVISORS: JENNIFER NUA +

PAULA SCHIESSER #

DEBRA HOLLERS #

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: 8/2/2017

Principal: [Signature] Date: 8-2-2017

Superintendent: [Signature] Date: 8-7-17

Governing Board (if required): _____ Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

002994

() 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: 8/17/17 SCHOOL: Valencia
GROUP: Girls Tennis Team ADVISOR/COACH: Annie Kellogg
TRIP DAYS/DATES: Sept. 15-16, 2017 DEPARTURE TIME: noon RETURN TIME: 7pm
DESTINATION: Sage Hill School, 20402 Newport Coast Dr., Newport Coast, CA 92657
METHOD OF TRANSPORTATION: Parents driving their 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: Tennis Tournament - Prep Classic
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? _____ DAYS OR 1 PERIODS
ACCOMMODATIONS (Include complete address): Marriott Newport Beach BayView, 500 Bayview Circle,
Newport Beach, CA
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for _____ DAYS OR 1 PERIODS
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Private autos - parents

(X) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 12 Total: 12

CERTIFICATED GROUP LEADER: Annie Kellogg 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: Greg DeMoustes ✓

NAME(S) OF FEMALE SUPERVISORS: Annie Kellogg, Jen Azevedo ✓

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:

Principal: _____

Superintendent: _____

Governing Board (if required): _____

Date: 8/17/17

Date: 8/17/17

Date: 8-21-17

Date: _____

Revised 3/2013

002993

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: 8/14/17 SCHOOL: ValenciaGROUP: Valencia Vocal Jazz ADVISOR/COACH: Christine MochaTRIP DAYS/DATES: 9/16/17 - 9/17/17 DEPARTURE TIME: 10am RETURN TIME: 9pmDESTINATION: Monterey Fairgrounds, 2004 Fairground Rd., Monterey, CA 93940METHOD OF TRANSPORTATION: 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: To perform in the Monterey Jazz FestivalHOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR _____ PERIODSACCOMMODATIONS (Include complete address): Best Western Salinas Monterey, 175 Kern St., Salinas, CA 93905NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for _____ DAYS OR _____ PERIODSFUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: fundraising(X) LODGING & OTHER: fundraisingNUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 6 Total: 10CERTIFICATED GROUP LEADER: Christine Mocha 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: *Andrew Heath (GV), #Jim Evans, Scott MochaNAME(S) OF FEMALE SUPERVISORS: #*Christine Mocha, #Kristin Evans, #Carla Bellefeuille, #Melissa Null

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: 8/14/17Principal: _____ Date: 8/14/17Superintendent: _____ Date: 8/15/17

Governing Board (if required): _____ Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

002898

() 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: August 14, 2017 SCHOOL: West Ranch High School

GROUP: Girls Varsity Tennis ADVISOR/COACH: _____

TRIP DAYS/DATES: Sept 7 - 9/2017 DEPARTURE TIME: 9/7 3pm RETURN TIME: 9/9 4pm

DESTINATION: Buchanan High School

METHOD OF TRANSPORTATION: approved drivers Dody Garcia Dina McBride or parent transport own student

*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: California Classic Tennis Tournament

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

ACCOMMODATIONS (Include complete address): Springhill Suites Hotel, 6844 N. Fresno St, Fresno,

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletic ASB Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: Approved drivers: D. Garcia, D. McBride, other parents to drive only their own students

☒ LODGING & OTHER: ASB Trust, fundraising, donations

NUMBER OF STUDENTS PARTICIPATING: Male: — Female: 10 Total: 10

CERTIFICATED GROUP LEADER: *Dody Garcia CELL PHONE: _____

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NAME(S) OF MALE SUPERVISORS: _____

NAME(S) OF FEMALE SUPERVISORS: *Dody Garcia #✓
Dina McBride #✓

NAME(S) OF FEMALE SUPERVISORS: _____

NAME(S) OF FEMALE SUPERVISORS: _____

NAME(S) OF FEMALE SUPERVISORS: _____

NAME(S) OF FEMALE SUPERVISORS: _____

NAME(S) OF FEMALE SUPERVISORS: _____

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: 8/14/17

Principal: [Signature] Date: 8/14/17

Superintendent: [Signature] Date: 8/15/17

Governing Board (if required): _____ Date: _____

Revised 3/2013