

REQUEST FOR TRIP APPROVAL

003039

() 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: 1/23/18 SCHOOL: Hart High School

GROUP: Choir ADVISOR/COACH: Gail Hart

TRIP DAYS/DATES: 3/22/18 - 3/26/18 DEPARTURE TIME: 4 am RETURN TIME: 10 pm

DESTINATION: 200 Stuart St. Boston, MA 02116 - Revere Hotel

METHOD OF TRANSPORTATION: Bus to LAX, Flight 3/22 Jetblue #288, 3/26 Jetblue #687

*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: Choir Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3 DAYS OR _____ PERIODS

ACCOMMODATIONS (Include complete address): 200 Stuart St. Boston, MA 02116 - Revere Hotel

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Principal Fund

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(☒ TRANSPORTATION: Fundraised

(☒ LODGING & OTHER: Fundraised

NUMBER OF STUDENTS PARTICIPATING: Male: 11 Female: 46 Total: 57

CERTIFICATED GROUP LEADER: Gail Hart 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: Terry Gallimore ✓

NAME(S) OF FEMALE SUPERVISORS: Shauna Williams, Amy Jones, ✓

Melissa Mahoney, Gail Hart* ✓

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: 1-24-18

Principal: [Signature] Date: 1/24/18

Superintendent: [Signature] Date: 1/31/18

Governing Board (if required): _____ Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

003040

() 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: 1-24-2018 SCHOOL: Hart High School

GROUP: Robotics ADVISOR/COACH: Michelle Hughes

TRIP DAYS/DATES: March 28 - March 30 2018 DEPARTURE TIME: 8:00pm RETURN TIME: 10:00 pm

DESTINATION: Ventura College 4667 Telegraph Road Ventura, CA 93003

METHOD OF TRANSPORTATION: private vehicle, parents will drive own students to/from event + District approved driver

*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: FRC Robotics Competition

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

ACCOMMODATIONS (Include complete address): Bayshore Inn 3075 E. Main St. Ventura, CA 93003

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Robotics Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Private vehicle (Parents/Michelle Hughes)

(X) LODGING & OTHER: Student Fundraising + Robotics Trust

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 2 Total: 5

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: 1-24-18

Principal: [Signature] Date: 1/24/18

Superintendent: [Signature] Date: 1/31/18

Governing Board (if required): _____ Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

003119

() 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: 1/19/2018 SCHOOL: SAUGUS HIGH SCHOOL

GROUP: Saugus Yearbook ADVISOR/COACH: Christina Tolisano

TRIP DAYS/DATES: April 12 - 15, 2018 DEPARTURE TIME: 8:00 A.M. RETURN TIME: 8:00 P.M.

DESTINATION: San Francisco, California

METHOD OF TRANSPORTATION: Parents will be driving their own child to/from airport; airplane; shuttle or taxi to/from hotel

*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: JEA NATIONAL JOURNALISM

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

ACCOMMODATIONS (Include complete address): Marriott Marques - 780 Mission St, San Francisco, 94103

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 2 DAYS OR (415) 896-1600 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Yearbook Account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: ASB Yearbook Account

(X) LODGING & OTHER: Walsworth Yearbook Publisher

NUMBER OF STUDENTS PARTICIPATING: Male: None Female: 9 Total: 9

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: NONE

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: _____

Principal: [Signature] Date: 1-22-18

Superintendent: [Signature] Date: 1/29/18

Governing Board (if required): _____ Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

003094

() 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: 1/31/18 SCHOOL: Valencia

GROUP: Vocal Jazz Two n' Four ensemble ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: March 10-11, 2018 DEPARTURE TIME: 7am RETURN TIME: 4pm

DESTINATION: Monterey Jazz Festival

METHOD 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 as a finalist in the next Monterey Jazz Festival

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

ACCOMMODATIONS (Include complete address): Hotel Abrego, 755 Abrego St., Monterey, CA 93940

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for _____ DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Fundraising

(X) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 7 Female: 10 Total: 17

CERTIFICATED 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: Gary Borchart, Jim Evans

NAME(S) OF FEMALE SUPERVISORS: *#Christine Mocha, #Lisa Borchart, #Melissa Null, #Kristin Evans

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: 1/31/18

Principal: _____ Date: 1/31/18

Superintendent: _____ Date: 2/6/18

Governing Board (if required): _____ Date: _____

Revised 3/2013

003091

(XX) OVERNIGHT / OUT-OF-STATE TRIPS

White / Superintendent's Office Yellow / Transportation Pink / School Gold / Originator

REQUEST FOR TRIP APPROVAL

003092

() 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: 1/23/18 SCHOOL: Valencia
GROUP: FBLA (Future Business Leaders) ADVISOR/COACH: Dennis Mifflin
TRIP DAYS/DATES: April 12-15, 2018 DEPARTURE TIME: 1pm RETURN TIME: 12noon
DESTINATION: Ontario Convention Center, 2000 Convention Center Way, Ontario, CA
METHOD OF TRANSPORTATION: District Van 91764

*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: CTE Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Ontario Holiday Inn, 2155 E. Convention Center Way,

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR 2 Ontario, CA 91764 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins

(X) LODGING & OTHER: Perkins / Student Fundraiser

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

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: *Tanja Brosche (West Ranch) ✓

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: 1/23/18

Principal: _____

Date: 1/23/18

Superintendent: Tanja Brosche

Date: 1/29/18

Governing Board (if required): _____

Date: _____

Revised 3/2013

REQUEST FOR TRIP APPROVAL

002969

() 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: 1/10/18 SCHOOL: West Ranch H.S.
 GROUP: Colobguard. ADVISOR/COACH: Jason Marshall
 TRIP DAYS/DATES: 3/23 - 3/25/18 DEPARTURE TIME: 3/23 3:30pm RETURN TIME: 3/25 8pm
 DESTINATION: San Diego Ca
 METHOD OF TRANSPORTATION: Carpools - by 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: WGI Competition
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS
 ACCOMMODATIONS (Include complete address): Homewood Suites, 2201 Hotel Circle So. San Diego.
 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: 1 Female: 19 Total: 20

CERTIFICATED GROUP LEADER: * Jason Marshall 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 SUPERVISOR: * Jason Marshall #Mike Delgadillo
#Odon Dizon

NAME(S) OF FEMALE SUPERVISORS: Ester Kamp, Robin Kamp,
Kelsey Crone #Kathy Suyemoto, #Cheri Robertson-Massberg,
#Nancy Pahlman,

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]

Principal: [Signature]

Superintendent: [Signature]

Governing Board (if required): _____

Date: 1/12/18

Date: 1/12/18

Date: 1/29/18

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: 1/22/18 SCHOOL: West Ranch
 GROUP: FB LA ADVISOR/COACH: Tanja Brosche
 TRIP DAYS/DATES: 4/12 - 4/15/18 DEPARTURE TIME: 4/12 noon RETURN TIME: 4/15 2pm
 DESTINATION: Ontario Convention Center
 METHOD OF TRANSPORTATION: Parents to transport 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: State Leadership Competition

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 4 PERIODS

ACCOMMODATIONS (Include complete address): Holiday Inn, 2155 E. Convention Dr Wy. Ontario Ca

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

✓ TRANSPORTATION: Fundraising, donations
 ✓ 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: Paul Brosche ✓

* Dennis Miffin (CVHS) ✓

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

Linda Sim ✓

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: _____

Principal: [Signature] Date: 1/25/18

Superintendent: [Signature] Date: 1/29/18

Governing Board (if required): _____ Date: _____

Revised 3/2013

002970

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: 1/10/18 SCHOOL: West Ranch

GROUP: Percussion Ensemble ADVISOR/COACH: Jason Marshall

TRIP DAYS/DATES: 4/17 - 4/22/18 DEPARTURE TIME: 7:17 AM RETURN TIME: 4:22 PM

DESTINATION: Dayton Ohio

METHOD OF TRANSPORTATION: coach, airline, to and from Airport by own Parents

*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: WGI World Championships

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

ACCOMMODATIONS (Include complete address): Holiday Inn, Dayton/Fairborn, 2800 Presidential Dr. Fairborn, OH

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Band Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: fundraising, donations, ASB Trust

() LODGING & OTHER:

NUMBER OF STUDENTS PARTICIPATING: Male: 21 Female: 10 Total: 31

CERTIFICATED GROUP LEADER: * Jason Marshall 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: * Jason Marshall
Julio Diaz
Andrew Ramirez

NAME(S) OF FEMALE SUPERVISORS: Anne Pobanz

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: 1/18/18
Principal: [Signature] Date: 1/18/18
Superintendent: [Signature] Date: 2/5/18
Governing Board (if required): _____ Date: _____

Revised 3/2013