

# 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: 02/12/18 SCHOOL: CANYON HIGH SCHOOL  
GROUP: CANYON HIGH THEATRE ADVISOR/COACH: ARTHUR MILLER  
TRIP DAYS/DATES: 03/23/18 - 03/24/18 DEPARTURE TIME: 6:00 AM RETURN TIME: 9:00 PM  
DESTINATION: Fullerton College 321 E. Fullerton Ave. Fullerton, CA 92832  
METHOD OF TRANSPORTATION: Bus

\*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: Theatre Festival & Competition

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

ACCOMMODATIONS (Include complete address): Hotel Fullerton 1500 Raymond Ave. Fullerton, CA 92831

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Teacher (SELF)

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: ASB Account

( ) LODGING & OTHER: Fundraising / ASB Account

NUMBER OF STUDENTS PARTICIPATING: Male: 10 Female: 26 Total: 36

CERTIFICATED GROUP LEADER: Arthur Miller 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: Adam Lieberman, \*Arthur Miller

NAME(S) OF FEMALE SUPERVISORS: Jodi Prior

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: 3/5/2018

Principal: [Signature] Date: 3/5/18

Superintendent: [Signature] Date: 3/8/18

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

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( ) 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: 1/31/18 SCHOOL: Canyon High School

GROUP: Choir ADVISOR/COACH: Kelly Caswell

TRIP DAYS/DATES: April 3-8, 2018 DEPARTURE TIME: 5am RETURN TIME: 6pm

DESTINATION: Oaha, Hawaii

METHOD OF TRANSPORTATION: Flight, charter bus in Hawaii, school bus 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: Choral Festival, Cultural Exchange, Clinic

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

ACCOMMODATIONS (Include complete address): Hilton Garden Inn, 2330 Kuhio Ave, Honolulu HI 96815

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A (Spring Break)

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Fundraising

LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 16 Female: 34 Total: 50

CERTIFICATED GROUP LEADER: Kelly Caswell 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: Nathan Caswell

NAME(S) OF FEMALE SUPERVISORS: \*Kelly Caswell, Jeanne Jordan, \*Tiffany Hargrave, Shelly Monahan, Suzane Sheldon, Trina Herrera

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: 2/14/2018

Principal: [Signature] Date: 2/20/18

Superintendent: [Signature] Date: 2/21/18

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

# REQUEST FOR TRIP APPROVAL

003061

( ) 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: 1/30/18 SCHOOL: Canyon High  
GROUP: ASB ADVISOR/COACH: Gerardo Herinx  
TRIP DAYS/DATES: April 7-9, 2018 DEPARTURE TIME: 8:00am RETURN TIME: 4:00 p.m.  
DESTINATION: DoubleTree Hotel, Ontario, CA  
METHOD OF TRANSPORTATION: School Bus

\*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: CAJL State Conference for Student Leaders

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

ACCOMMODATIONS (Include complete address): DoubleTree Hotel, 222 N. Vineyard Ave, Ontario, CA 91764

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 3 substitute(s) for 0 DAYS OR 3 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Conferences

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Transportation - Fundraising

LODGING & OTHER: ASB Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 13 Total: 16

CERTIFICATED GROUP LEADER: Gerardo Herinx 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: Gerardo Herinx\*

NAME(S) OF FEMALE SUPERVISORS: Tracie Priske\* (WR), \*Kristan Hinzel(WR)

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: 2/12/2018

Principal: [Signature] Date: 2/12/18

Superintendent: Wesley Englehardt Date: 3/8/18

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

Revised 3/2013

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DATE OF REQUEST: 2/28/18 SCHOOL: Saugus High School  
GROUP: Dance Team ADVISOR/COACH: Kara Hess  
TRIP DAYS/DATES: March 23<sup>rd</sup> & 24<sup>th</sup>, 2018 DEPARTURE TIME: 7:00 AM RETURN TIME: 10:00 PM  
DESTINATION: Long Beach Convention Center  
METHOD OF TRANSPORTATION: Each parent driving their own child only in their personal vehicles to/from Long Beach  
\*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: Dance National Competition  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT?: 1 DAYS OR 562 PERIODS 436-1000  
ACCOMMODATIONS (Include complete address): Westin Long Beach 333 E. Ocean, Long Beach 90802  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR \_\_\_\_\_ PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Dance Booster Club

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
 TRANSPORTATION: Fundraising  
 LODGING & OTHER: Fundraising / Booster  
NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 19 Total: 19

CERTIFICATED GROUP LEADER: Dawn Cooper 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: ✓ Dawn Cooper \*, ✓ Kara Hess +, ✓ Karissa Peterson

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: 2-28-18  
Principal: [Signature] Date: 2-28-18  
Superintendent: [Signature] Date: 3-8-18  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

003099

# 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: 2/26/18 SCHOOL: Valencia  
GROUP: VA Choir Jazz ADVISOR/COACH: Christine Mocha  
TRIP DAYS/DATES: April 12-13, 2018 DEPARTURE TIME: 3:00pm RETURN TIME: Midnight  
DESTINATION: Miracosta College Oceanside, 1 Barnard Dr., Oceanside, CA 92056  
METHOD OF TRANSPORTATION: Charter bus

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Oceanside Jazz Festival

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

ACCOMMODATIONS (Include complete address): Residence Inn San Diego Oceanside, 3603 Ocean Ranch Blvd. Oceanside, CA 92056

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Choir ASB Trust Acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( X ) TRANSPORTATION: fundraising

( X ) LODGING & OTHER: fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 19 Total: 34

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: Danny Vincent, Scott Mocha, Gary Borchart

NAME(S) OF FEMALE SUPERVISORS: Carla Bellefaille, Lisa Borchart, Kristen Jamie Vincent

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: 2/26/18

Principal: \_\_\_\_\_ Date: 2/26/18

Superintendent: [Signature] Date: 3/2/18

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

Revised 3/2013

003097

# REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 2/21/18 SCHOOL: Valencia  
GROUP: DECA ADVISOR/COACH: Dennis Mifflin  
TRIP DAYS/DATES: 4/20 - 4/25/18 DEPARTURE TIME: 7am RETURN TIME: 10pm  
DESTINATION: Georgia World Congress Center, 285 Andrew Young Int'l Blvd. Atlanta, GA 30313  
METHOD OF TRANSPORTATION: District Van - American Airlines - Taxi

\*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? 4 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Atlanta Marriott Marquis, 265 Peach Tree Center, Atlanta, GA 30303

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins / Incentive Grant

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins/Incentive Grant/Student Fundraiser

(X) LODGING & OTHER: Perkins/Incentive Grant/Student Fundraiser

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 2 Total: 3

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: 2/21/18  
Principal: [Signature] Date: 2/24/18  
Superintendent: [Signature] Date: 3/2/18  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

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DATE OF REQUEST: 2/21/18 SCHOOL: Valencia

GROUP: Cheer ADVISOR/COACH: Doug Broers

TRIP DAYS/DATES: July 25-28, 2018 DEPARTURE TIME: 7am RETURN TIME: one way drop

DESTINATION: Great Wolf Lodge, 12681 Harbor Blvd., Garden Grove, CA 92840

METHOD OF TRANSPORTATION: School bus (parents driving their own students on return)

\*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: Cheer camp

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

ACCOMMODATIONS (Include complete address): 12681 Harbor Blvd., Garden Grove, CA 92840

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: ASB Cheer through fundraising

LODGING & OTHER: ASB Cheer through fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 50 Total: 50

CERTIFICATED GROUP LEADER: Doug Broers 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: \*Doug Broers

NAME(S) OF FEMALE SUPERVISORS: \*Martha Pellico, \*Kim Forbes, +Nicole Wertz, +Melisa Gray

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: 2/21/18

Principal: [Signature] Date: 2/21/18

Superintendent: [Signature] Date: 3/2/18

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

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DATE OF REQUEST: 11/30/18 SCHOOL: Rio Norte JHS  
GROUP: Concert Band & choirs ADVISOR/COACH: Jeff Gilbert  
TRIP DAYS/DATES: April 13-15, 2018 DEPARTURE TIME: 12:00 pm RETURN TIME: 12:00 pm  
DESTINATION: Anaheim Area  
METHOD OF TRANSPORTATION: School Busses

\*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: Music Festival

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

ACCOMMODATIONS (Include complete address): Spring Hill Suites 1801 S. Harbor Blvd. Anaheim, CA 92802

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: Fundraising

() LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 30 Female: 75 Total: 105

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: Jeff Gilbert\*, Tom Spiker\*, Steven King\*, Ronnie Lesky\*  
Danny Kaplan

NAME(S) OF FEMALE SUPERVISORS: Vickie Kaplan\*, Marie Gilbert\*, Jen Spiker\*, Arlane King\*,  
Kim Dittborn, Marcy O'Connell

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: 2/20/18  
Superintendent: [Signature] Date: 3/2/18  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_