

003045

**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: 3/28/18 SCHOOL: Hart High School  
 GROUP: Girls Varsity Volleyball ADVISOR/COACH: Mary Irihan  
 TRIP DAYS/DATES: Fri-Sat. Aug. 24-25th 2018 DEPARTURE TIME: 8:00am RETURN TIME: 7pm  
 DESTINATION: Santa Barbara HS; 700 E. Anapamu St. Santa Barbara, CA 93103  
 METHOD OF TRANSPORTATION: Bus (only on the way there); No return bus  
 \*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ☒ SCHOOL BUS - LEVEL(S) V ☐ CHARTER BUS - LEVEL(S) Travel home w/ parent driving own student

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: Volleyball Tournament  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR        PERIODS  
 ACCOMMODATIONS (Include complete address): West Beach Inn; 306 W. Cabrillo Blvd, S.B. 93101  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR        PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: SFA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: Girls Volleyball Booster Account  
☒ LODGING & OTHER: Girls Volleyball Booster Account

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

CERTIFICATED GROUP LEADER: Mary Irihan ✓\* 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: Sia Irihan - Asst. Coach ✓

NAME(S) OF FEMALE SUPERVISORS:       

✓ Mary Irihan ✓\*

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: 4-10-18

Principal:       

Date: 4/10/18

Superintendent:       

Date: 4/13/18

Governing Board (if required):       

Date:       

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003100

( ) 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: 4/10/18 SCHOOL: Valencia

GROUP: Medical Science Academy ADVISOR/COACH: Joe Monteleone

TRIP DAYS/DATES: June 26 - July 1, 2018 DEPARTURE TIME: 7:00am RETURN TIME: 1:00pm

DESTINATION: Dallas, Texas

METHOD OF TRANSPORTATION: Parents will transport own student  
Personal transport to/from airport, Southwest Air, Car rental

\*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: MSA Advisors & students to HOSA Int'l Leadership Conf.

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 6 DAYS OR \_\_\_\_\_ PERIODS

ACCOMMODATIONS (Include complete address): Hilton Anatole, 2201 N. Stemmons Fwy, Dallas, TX 75207

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins

(X) LODGING & OTHER: Perkins

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 4 Total: 8

CERTIFICATED GROUP LEADER: Joe Monteleone 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: # \*Joe Monteleone # \*Jonathan Gedalia

NAME(S) OF FEMALE SUPERVISORS: \*Brenda Monteleone, \*Nicole Wertz

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: 4/10/18

Principal: \_\_\_\_\_ Date: 4/10/18

Superintendent: Engbrecht Date: 4/13/18

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

Revised 3/2013