

# REQUEST FOR TRIP APPROVAL

002945

( ) 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: 31 May - 3 June 2018 SCHOOL: Golden Valley  
GROUP: Track + Field Finals ADVISOR/COACH: Jalonick Davis  
TRIP DAYS/DATES: 31 May - 3 June 2018 DEPARTURE TIME: 1pm 31 May RETURN TIME: 2pm 3 June  
DESTINATION: Clovis, CA  
METHOD OF TRANSPORTATION: DISTRICT VAN. 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: CIF State Championships (Track + Field)

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

ACCOMMODATIONS (Include complete address): Best Western 415 Clovis Ave, Clovis, CA 93612

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

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

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: Track Boosters

( ) LODGING & OTHER: Track Boosters

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 1 Total: 1

CERTIFICATED GROUP LEADER: SARA SOLTANI 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: Kyle Donovan, JALONICK DAVIS

NAME(S) OF FEMALE SUPERVISORS: Megan Cooper, SARA SOLTANI #

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: Ambrose Date: 5/30/18

Principal: [Signature] Date: 5/31/18

Superintendent: [Signature] Date: 6/5/18

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003052

( ) 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: 5/29/18 SCHOOL: Hart

GROUP: Track ADVISOR/COACH: K. Matkin

TRIP DAYS/DATES: 6/1/18 - 6/2/18 DEPARTURE TIME: 8:00 am RETURN TIME: 8:00 pm

DESTINATION: Buchanan High School - Clovis, CA

METHOD OF TRANSPORTATION: personal vehicle, parent driving own student 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: State Meet

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

ACCOMMODATIONS (Include complete address): Hilton Garden Inn: 502 W. Shaw Ave. Clovis CA 93612

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

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

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: Parent driving own student

☒ LODGING & OTHER: Donations

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

CERTIFICATED GROUP LEADER: Keith Matkin 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: Keith Matkin\*

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: 5/30/18

Principal: [Signature] Date: 5/30/18

Superintendent: [Signature] Date: 6/7/18

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003160

( ) 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: 5/30/18 SCHOOL: Saugus High School  
 GROUP: Track & Field ADVISOR/COACH: Kevin Burns  
 TRIP DAYS/DATES: 5/31 - 6/3/2018 DEPARTURE TIME: 12:30 PM RETURN TIME: 12:30 PM  
 DESTINATION: Fresno California (Buchanan High School)  
 METHOD OF TRANSPORTATION: District Approved Drivers & Parent Driving Only their Child  
 \*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: CIF State Championships  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? N/A DAYS OR (480) 725-1636 PERIODS  
 ACCOMMODATIONS (Include complete address): Comfort Suites 143 Clovis Ave, Clovis CA 93612  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 0 DAYS OR 0 PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: TRACK & FIELD BOOSTER CLUB  
☒ LODGING & OTHER: TRACK & FIELD BOOSTER CLUB

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 1 Total: 1 KB

CERTIFICATED GROUP LEADER: Kevin Burns / Rene Paragas CELL PHONE: RP

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: Kevin Burns# Rene Paragas#

NAME(S) OF FEMALE SUPERVISORS: MICAYLA FRANKIAN\* (RANCHO PICO)

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: 5-30-18

Principal: [Signature]

Date: 5-30-18

Superintendent: [Signature]

Date: 6/5/18

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

Date: \_\_\_\_\_

Revised 3/2013

002977

**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: 5/16 SCHOOL: WRHS  
 GROUP: Boys Golf ADVISOR/COACH: Jeff Holen  
 TRIP DAYS/DATES: 5/16-5/17/18 DEPARTURE TIME: 12:30 RETURN TIME: 6:30pm  
 DESTINATION: Rancho San Marcos Golf Club Santa Barbara  
 METHOD OF TRANSPORTATION: district van

\*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: CIF - SCGA Team/Individual Qualifier

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

ACCOMMODATIONS (Include complete address): Quality Inn, 3055 De La Vina, Santa Barbara

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: CIF/Golf Trust

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: Golf Trust / CIF trust

☒ LODGING & OTHER: "

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: \_\_\_\_\_ Total: 6

CERTIFICATED GROUP LEADER: \* Jeff Holen 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 Holen

NAME(S) OF FEMALE SUPERVISORS: n/a

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: 5/16/18

Superintendent: [Signature]

Date: 5/21/18

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)

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DATE OF REQUEST: 5/29/18 SCHOOL: West Ranch HS  
 GROUP: Track & Field ADVISOR/COACH: Sara Soltani  
 TRIP DAYS/DATES: 5/31 - 6/3/18 DEPARTURE TIME: 1:00 pm RETURN TIME: 3:00 pm  
 DESTINATION: Clovis, CA  
 METHOD OF TRANSPORTATION: District van, District approved driver

\*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 championship

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

ACCOMMODATIONS (Include complete address): Quality Inn Fresno 5113 E. McKinley Av. Fresno, 93727

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

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

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(x) TRANSPORTATION: ASB

(x) LODGING & OTHER: ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 2 Total: 4

CERTIFICATED GROUP LEADER: Sara Soltani 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: CJ Alberston - Boys Head Track Coach

NAME(S) OF FEMALE SUPERVISORS: \*Sara Soltani #

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: 5/29/18

Principal: [Signature] Date: 6/5/18

Superintendent: [Signature] Date: \_\_\_\_\_

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

Revised 3/2013