

## 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: 5/29/18 SCHOOL: Canyon High  
 GROUP: Canyon ASB ADVISOR/COACH: G. Herincx  
 TRIP DAYS/DATES: 7/22 - 7/25 2018 DEPARTURE TIME: 9am RETURN TIME: 4pm  
 DESTINATION: UC Santa Barbara  
 METHOD OF TRANSPORTATION: District Bus (Pick-up at Golden Valley)

\*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: Summer Leadership Camp  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? N/A DAYS OR \_\_\_\_\_ PERIODS  
 ACCOMMODATIONS (Include complete address): UC Santa Barbara, Santa Barbara, CA 93106  
 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: School ASB Account - Conferences  
☒ LODGING & OTHER: School ASB Account - Conferences

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 12 Total: 16

CERTIFICATED GROUP LEADER: Gerardo Herincx 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 Herincx

NAME(S) OF FEMALE SUPERVISORS: \*Vicki Goodwin

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: \_\_\_\_\_

Date: 6/25/18

Superintendent: \_\_\_\_\_

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

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

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003068

( ) 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: 5/31/2018 SCHOOL: Canyon High School  
 GROUP: Cheer ADVISOR/COACH: Loni Pennay  
 TRIP DAYS/DATES: 8/3 - 8/6/18 DEPARTURE TIME: 11am RETURN TIME: 6pm  
 DESTINATION: Camp Buckhorn - 24641 Hwy 243, Idyllwild, CA 92549  
 METHOD OF TRANSPORTATION: Charter bus there; parents pick up own Student  
 \*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING: ( ) SCHOOL BUS - LEVEL(S) \_\_\_\_\_ (X) 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: team conditioning & prep for year  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? n/a DAYS OR \_\_\_\_\_ PERIODS  
 ACCOMMODATIONS (Include complete address): Cabins @ Camp Buckhorn, Idyllwild  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: N/A substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Student fundraising  
 (X) LODGING & OTHER: \_\_\_\_\_

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 76 Total: 76

CERTIFICATED GROUP LEADER: Loni Pennay \*# 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:

Micki Vang\* Eileen Cortez\*  
Madyson Cox\* Haley Santamaria\*  
Loni Pennay\* Tiffany Night\* Maria Cooper\*

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: 5/31/2018

Principal: [Signature]

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

Superintendent: [Signature]

Date: 6/30/18

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

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

002947

( ) 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: 6/16/18 SCHOOL: GVHS  
GROUP: ASB ADVISOR/COACH: Tricia Histed / Jennifer Wite  
TRIP DAYS/DATES: July 22-25, 2018 DEPARTURE TIME: 9 AM July 22 RETURN TIME: 4:30 pm (July 25)  
DESTINATION: UCSB - CADA Leadership Camp  
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: Student Leadership Camp  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR \_\_\_\_\_ PERIODS  
ACCOMMODATIONS (Include complete address): UCSB Santa Barbara, CA 93106; Dorms  
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  
( ) LODGING & OTHER: ASB

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 8 Total: 11

CERTIFICATED GROUP LEADER: Tricia Histed / Jennifer Wite 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 Herincx\*

NAME(S) OF FEMALE SUPERVISORS: Jennifer Wite\* Tricia Histed\*

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: 6/16/18  
Principal: [Signature] Date: 6/16/18  
Superintendent: [Signature] Date: 6/12/18  
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)

☒ OVERNIGHT / OUT-OF-STATE TRIPS

Revision

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.

Revision  
DATE OF REQUEST: 6/22/18 SCHOOL: Saugus High School  
GROUP: Yearbook ADVISOR/COACH: Darren Thomas  
TRIP DAYS/DATES: July 20-23, 2018 DEPARTURE TIME: 8:00AM RETURN TIME: 3:00pm  
DESTINATION: Chapman University, Orange CA  
METHOD OF TRANSPORTATION: Parents 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: Summer Journalism Camp  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 6 DAYS, OR 6 PERIODS 714-997-6815  
ACCOMMODATIONS (Include complete address): Chapman University | University Dr. Orange CA 92866  
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:

☒ LODGING & OTHER: Walsworth Publishing

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

CERTIFICATED GROUP LEADER: Darren Thomas 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: Darren Thomas \*

NAME(S) OF FEMALE SUPERVISORS: Jennifer Guzman (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: 7-2-18

Principal: [Signature]

Date: 7-2-18

Superintendent: [Signature]

Date: 7/10/18

Governing Board (if required):

Date:

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003163

( ) 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: 6-26-18 SCHOOL: Saugus High School  
GROUP: Cross Country boys ADVISOR/COACH: Rene Paragas  
TRIP DAYS/DATES: 7/21/18 - 7/25/18 DEPARTURE TIME: 7:00AM RETURN TIME: 2:00 PM  
DESTINATION: BIG BEAR  
METHOD OF TRANSPORTATION: District Approved Drivers & Parents 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: Cross Country Summer Camp Training  
HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 5 DAYS OR 5 PERIODS 714-271-0554  
ACCOMMODATIONS (Include complete address): Pine Bluff Lodge 990 Fenway Dr Big Bear City 92314  
NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 5 substitute(s) for 5 DAYS OR 5 PERIODS  
FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: N/A Optional Summer Activity  
(X) LODGING & OTHER: Donations & Fundraising (ASB BOOSTER)

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 0 Total: 15

CERTIFICATED GROUP LEADER: Rene Paragas 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 \*# Jose Flores + #  
Jeff Bennett + # Baxter Erick (Placerita) \*

NAME(S) OF FEMALE SUPERVISORS: None

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: 7-2-18

Principal: \_\_\_\_\_

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

Superintendent: John Engbrecht

Date: 7/10/18

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

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003164

( ) 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: 6/26/18 SCHOOL: Saugus High School

GROUP: Cross Country Girls ADVISOR/COACH: Kevin Berns

TRIP DAYS/DATES: 7/25/18 - 7/29/18 DEPARTURE TIME: 7:00 AM RETURN TIME: 2:00 PM

DESTINATION: Big Bear City, CA

METHOD OF TRANSPORTATION: District Approved Drivers & Parents 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: Cross Country Summer Camp Training

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 0 PERIODS 714-271-0554

ACCOMMODATIONS (Include complete address): Pine Bluff Lodge 990 Fenway Dr. Big Bear City 92314

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: N/A Optional Summer Activity

☒ LODGING & OTHER: Donations & Fundraising (ASB BOOSTER)

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 15 Total: 15

CERTIFICATED GROUP LEADER: Kevin Berns 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: ✓ Kevin Berns \*#✓

NAME(S) OF FEMALE SUPERVISORS: ✓ Micayla Frankian (Rancho Pico) \*#✓

✓ Momoko Russell \*

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: 7-2-18

Principal: [Signature] Date: 7-2-18

Superintendent: John Engbrecht Date: 7/10/18

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003161

( ) 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: 6-4-18 SCHOOL: Saugus  
 GROUP: Girls Varsity Tennis Team ADVISOR/COACH: Ken Jeffris  
 TRIP DAYS/DATES: Sept. 6-8, 2018 DEPARTURE TIME: 2:30 PM RETURN TIME: 9:00 PM  
 DESTINATION: Clouis, CA - Buchanan High School  
 METHOD OF TRANSPORTATION: Parents Driving only their Child  
 \*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: California Tennis Classic Girls Tournament

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

ACCOMMODATIONS (Include complete address): LaQuinta Inn 330 E. Fir Ave, Fresno CA 93720

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB-SHS Tennis Booster

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: Parents Driving Their Child Only and Tennis Booster  
☒ LODGING & OTHER: Tennis Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 10 Total: 10

CERTIFICATED GROUP LEADER: Ken Jeffris 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: Ken Jeffris \*

NAME(S) OF FEMALE SUPERVISORS: Maureen Beaman + #

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: 6-5-18  
 Principal: [Signature] Date: 6/12/18  
 Superintendent: [Signature] Date: \_\_\_\_\_  
 Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003166

( ) 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: 7-2-18 SCHOOL: Saugus High School  
 GROUP: Yearbook ADVISOR/COACH: Darren Thomas  
 TRIP DAYS/DATES: Sept 21-23, 2018 DEPARTURE TIME: 8:00 AM RETURN TIME: 4:00 PM  
 DESTINATION: Hyatt Regency - Orange County  
 METHOD OF TRANSPORTATION: Parents driving their own Child.  
 \*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: Walsworth Elite Weekend - Yearbook Training  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 7 PERIODS (714) 750-1234  
 ACCOMMODATIONS (Include complete address): HYATT REGENCY 11999 Harbor Ave, Garden Grove 92840  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 1 DAYS OR 7 PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Yearbook Account  
 EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: N/A  
☒ LODGING & OTHER: ASB Yearbook Acct

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

CERTIFICATED GROUP LEADER: Darren Thomas 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: Darren Thomas \*

NAME(S) OF FEMALE SUPERVISORS: Stacy Hartman \*

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: 7-2-18  
 Principal: [Signature] Date: 7-2-18  
 Superintendent: [Signature] Date: 7/10/18  
 Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003106

( ) 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: 06-27-18 SCHOOL: Valencia

GROUP: Girls Volleyball ADVISOR/COACH: Ray Sanchez

TRIP DAYS/DATES: August 24-25, 2018 DEPARTURE TIME: 8am RETURN TIME: 6pm

DESTINATION: Santa Barbara HS, 700 E. Anapanu St., Santa Barbara, CA 93103

METHOD OF TRANSPORTATION: Parents driving their own students, or district approved drivers

\*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: Santa Barbara Tournament of Champions

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

ACCOMMODATIONS (Include complete address): Residence Inn, 6350 Hollister Ave., Goleta, CA 93117

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Boosters

(X) LODGING &amp; OTHER: Boosters

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

CERTIFICATED GROUP LEADER: Ray Sanchez 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: \*Ray Sanchez✓

NAME(S) OF FEMALE SUPERVISORS: #Diane Knudsen✓

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: 7-5-18

Principal: [Signature] Date: July 5 2018

Superintendent: [Signature] Date: 7/10/18

Governing Board (if required): Date:

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003105

( ) 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: 6-8-18 SCHOOL: Valencia

GROUP: Medical Science Academy ADVISOR/COACH: Joe Monteleone

TRIP DAYS/DATES: Sept 13-18, 2018 DEPARTURE TIME: 6am RETURN TIME: 8pm

DESTINATION: Doubletree, Crystal City, Arlington, VA

METHOD OF TRANSPORTATION: Delta Airlines/Car rental - Hertz (parents driving their own students to/from LAX).

\*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: Washington Leadership Academy, HOSA Leadership Conference

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

ACCOMMODATIONS (Include complete address): Doubletree, 300 Army Navy Dr., Arlington, VA 22202

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 3 substitute(s) for 4 DAYS OR \_\_\_\_\_ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: CTEIG - Monteleone & Gedalia, CTE General Funds - Desso

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID: Students - Cal-HOSA Grant

(X) TRANSPORTATION: CTEIG-MONTELEONE & Gedalia, CTE General funds - Desso

(X) LODGING & OTHER: same as above

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 4 Total: 4

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, \* Jon Gedalia

NAME(S) OF FEMALE SUPERVISORS: \*Tamara Desso

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: 6/8/18

Principal: \_\_\_\_\_ Date: 6/8/18

Superintendent: \_\_\_\_\_ Date: 6/12/18

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003106

( ) 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: 06-27-18 SCHOOL: Valencia

GROUP: Girls Volleyball ADVISOR/COACH: Ray Sanchez

TRIP DAYS/DATES: August 24-25, 2018 DEPARTURE TIME: 8am RETURN TIME: 6pm

DESTINATION: Santa Barbara HS, 700 E. Anapanu St., Santa Barbara, CA 93103

METHOD OF TRANSPORTATION: Parents driving their own students, or district approved drivers

\*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: Santa Barbara Tournament of Champions

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

ACCOMMODATIONS (Include complete address): Residence Inn, 6350 Hollister Ave., Goleta, CA 93117

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Boosters

(X) LODGING & OTHER: Boosters

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

CERTIFICATED GROUP LEADER: Ray Sanchez 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: \*Ray Sanchez

NAME(S) OF FEMALE SUPERVISORS: #Diane Knudsen

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: 7-5-18

Principal: [Signature] Date: July 5 2018

Superintendent: [Signature] Date: 7/10/18

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

Revised 3/2013

# REQUEST FOR TRIP APPROVAL

003107

( ) 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: 06-27-18 SCHOOL: Valencia  
GROUP: Girls Volleyball ADVISOR/COACH: Ray Sanchez  
TRIP DAYS/DATES: September 20-23, 2018 DEPARTURE TIME: 8am RETURN TIME: 2pm  
DESTINATION: Phoenix, Arizona

METHOD OF TRANSPORTATION: Parents driving their own students, or 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: Nike Tournament of Champions

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

ACCOMMODATIONS (Include complete address): Arizona Grand Resort & Spa, 8000 S. Arizona Grand Pkwy, Phoenix, AZ 85044

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Boosters

(X) LODGING & OTHER: Boosters

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

CERTIFICATED GROUP LEADER: Ray Sanchez 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: \*Ray Sanchez ✓

NAME(S) OF FEMALE SUPERVISORS: #Diane Knudsen ✓

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: 7-5-18

Principal: [Signature]

Date: 7-5-18

Superintendent: [Signature]

Date: 7/10/18

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)

(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: 5/29/18 SCHOOL: Rancho Pico Jr. High  
 GROUP: Yearbook ADVISOR/COACH: Jennifer guzman  
 TRIP DAYS/DATES: July 20-23, 2018 DEPARTURE TIME: 8:00am RETURN TIME: 12:00pm  
 DESTINATION: Chapman University  
 METHOD OF TRANSPORTATION: Parents transporting <sup>own</sup> students

\*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: Yearbook editor workshop  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? N/A DAYS OR N/A PERIODS  
 ACCOMMODATIONS (Include complete address): Chapman University, 1 University Dr. Orange CA  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: N/A substitute(s) for \_\_\_\_\_ DAYS OR \_\_\_\_\_ PERIODS 92866  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

( ) TRANSPORTATION: N/A

(X) LODGING & OTHER: ASB Yearbook Funds

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

CERTIFICATED GROUP LEADER: Jennifer guzman 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: \* Colin Probert (father of male student)  
Supervising own student only

NAME(S) OF FEMALE SUPERVISORS: \* Jennifer guzman

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: 6/12/18

Principal: [Signature]

Date: 6/5/18

Superintendent: [Signature]

Date: 6/14/18

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

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

Revised 3/2013