

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: 8/21/18 SCHOOL: Valencia
GROUP: Medical Science Academy ADVISOR/COACH: Joe Monteleone
TRIP DAYS/DATES: Sept 30 - Oct 3, 2018 DEPARTURE TIME: 7am RETURN TIME: 8pm
DESTINATION: Disneyland & San Diego colleges
METHOD OF TRANSPORTATION: Charter bus

*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: MSA College Tour - San Diego

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

ACCOMMODATIONS (Include complete address): Residence Inn, 1865 Hotel Circle, South San Diego, CA 92108

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins Grant/CTEIG

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins Grant
(X) LODGING & OTHER: Student fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 40 Total: 55

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, *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: 8/22/18
Principal: [Signature] Date: 8/23/18
Superintendent: [Signature] Date: 8/20/18
Governing Board (if required): _____ Date: _____

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: 8/24/18 SCHOOL: Valencia
GROUP: Cross Country ADVISOR/COACH: Matan Mayer
TRIP DAYS/DATES: October 5-6, 2018 DEPARTURE TIME: 12pm RETURN TIME: 5pm
DESTINATION: Clovis Invitational, Woodward Park, Fresno, CA
METHOD OF TRANSPORTATION: District approved parent 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: Clovis Invitational Cross Country Meet

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

ACCOMMODATIONS (Include complete address): Fairfield Inn & Suites, 1535 N. Peach Ave., Fresno, CA

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for _____ DAYS OR 2 PERIODS 93727

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: #43 - Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: VHS Cross Country Booster Club

() LODGING & OTHER: VHS Cross Country Booster Club

NUMBER OF STUDENTS PARTICIPATING: Male: 8 Female: 8 Total: 16

CERTIFICATED GROUP LEADER: Mike Pontius 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: *Mike Pontius, Matan Mayer, Eric Marti#, Henry Price#

NAME(S) OF FEMALE SUPERVISORS: #Stacy Marti, #Tracy Makar, Anne Price#, #Jennifer Davenport

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: 8/24/18
Principal: [Signature] Date: 8/24/18
Superintendent: [Signature] Date: 8/28/18
Governing Board (if required): _____ Date: _____

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: 8-24-18 SCHOOL: Valencia

GROUP: Choir ADVISOR/COACH: Christine Mocha

TRIP DAYS/DATES: November 1-3, 2018 DEPARTURE TIME: 2pm RETURN TIME: 4pm

DESTINATION: Cuesta College, San Luis Obispo, CA

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: Competition Vocal Jazz - Valencia & Rio Norte

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

ACCOMMODATIONS (Include complete address): Quality Suites, 1631 Monterey St., San Luis Obispo, CA
93401

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

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

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Fundraising

(X) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 15 Female: 17 Total: 32

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, Scott Mocha, Jim Evans, *Jeff Gilbert (RN)

NAME(S) OF FEMALE SUPERVISORS: Kristin Evans, *Christine Mocha, Carla Bellefeuille, Lisa Borchart

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: 8/24/18

Principal: _____ Date: 8/24/18

Superintendent: [Signature] Date: 8/28/18

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 8/17/18 SCHOOL: Valencia
GROUP: Valencia Dance Team ADVISOR/COACH: Colley/Galvan
TRIP DAYS/DATES: Feb -21 March 4, 2019 DEPARTURE TIME: 9pm RETURN TIME: 6pm
DESTINATION: Orlando, Florida
METHOD OF TRANSPORTATION: Airline/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: Contest of Champions dance competition

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

ACCOMMODATIONS (Include complete address): Disney's Port Orleans, Riverside, 1251 Riverside Dr.,

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 1 substitute(s) for 3 DAYS OR _____ PERIODS
Buena Vista, FL 32820

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Dance ASB Trust Acct # 2356

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(x) TRANSPORTATION: Dance ASB Trust Acct # 2356

(x) LODGING & OTHER: Dance ASB Trust Acct # 2356

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 14 Total: 14

CERTIFICATED GROUP LEADER: *Melissa Colley 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: *Melissa Colley, +Griselda Galvan

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: 8/23/18

Principal: _____ Date: 8/23/18

Superintendent: [Signature] Date: 8/26/18

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 8-17-18 SCHOOL: Valencia
GROUP: Valencia Choir ADVISOR/COACH: Christine Mocha
TRIP DAYS/DATES: March 22-23, 2019 DEPARTURE TIME: 7am RETURN TIME: 7pm
DESTINATION: San Luis Obispo, CA 93405
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: Compete/perform at SLO : Performing Arts Center

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

ACCOMMODATIONS (Include complete address): Quality Inn & Suites, 1631 Monterey St., San Luis Obispo, CA 93401

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB Choir acct # 2346

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Fundraising

(X) LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 30 Female: 120 Total: 150

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: Scott Mocha, Michael Hansen, Jim Evans, Gary Borchart, Greg Hayes

NAME(S) OF FEMALE SUPERVISORS: *Christine Mocha, Carla Bellefeuille, Kristin (Jamie) Vincent, Beth Hansen, Jacquie Anderson, Kristin Evans, Lisa Borchart, Melissa Null, Jen Rademacher

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: 8/17/18
Principal: _____ Date: 8/17/18
Superintendent: _____ Date: 8/26/18
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 08-24-18 SCHOOL: Valencia
GROUP: Medical Science Academy ADVISOR/COACH: Joe Monteleone
TRIP DAYS/DATES: March 27-31, 2019 DEPARTURE TIME: 7am RETURN TIME: 9pm
DESTINATION: Sacramento, CA
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: HOSA State Conference

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

ACCOMMODATIONS (Include complete address): Sheraton Grand, 1230 J St., Sacramento, CA 95814

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Perkins/CTEIG/HSG

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(X) TRANSPORTATION: Perkins / CTEIG

(X) LODGING & OTHER: Fundraisers

NUMBER OF STUDENTS PARTICIPATING: Male: 20 Female: 50 Total: 70

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, *Jeff Gilkey

NAME(S) OF FEMALE SUPERVISORS: *Tamará Desso, *Nicole Wertz, *Brenda Monteleone (SA)

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: 8/24/18
Principal: _____ Date: 08/24/18
Superintendent: [Signature] Date: 8/28/18
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 8/13/18 SCHOOL: WRHS
GROUP: Girls Varsity Tennis ADVISOR/COACH: Dody Garcia/Dina McBride
TRIP DAYS/DATES: Sept 13-14, 2018 DEPARTURE TIME: noon 9/13 RETURN TIME: 8PM 9/14
DESTINATION: Beckman High School, Tustin, Ca
METHOD OF TRANSPORTATION: private vehicles Dody Garcia, Dina McBride, parents driving own students 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: Invitational Tennis Tournament

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

ACCOMMODATIONS (Include complete address): Embassy Suites, 1325 E. Dyer Rd Santa Ana

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 12 DAYS OR _____ PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: n/a

(X) LODGING & OTHER: Fundraising, donations & ASB Trust

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

CERTIFICATED GROUP LEADER: * Dody Garcia 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: n/a

NAME(S) OF FEMALE SUPERVISORS: * Dody Garcia #
Dina McBride #

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: 8/13/18
Superintendent: [Signature] Date: 8/26/18
Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 8/13/18 SCHOOL: West Ranch HS

GROUP: Varsity Girls PNF ADVISOR/COACH: _____

TRIP DAYS/DATES: 9/28 - 29/18 DEPARTURE TIME: noon 9/28 RETURN TIME: 9am 9/29

DESTINATION: At Home High School, San Diego

METHOD OF TRANSPORTATION: Private vehicle - appointed driver: Dody Garcia, Dina McBride
Parents 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: Invitational tournament

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

ACCOMMODATIONS (Include complete address): Ka Quintalnn, 4610 DeSoto St - San Diego, CA

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:

() TRANSPORTATION: n/a

LODGING & OTHER: Fundraising, donations e ASB Trust.

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

CERTIFICATED GROUP LEADER: * Dody Garcia 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: * Dody Garcia
Dina McBride

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: 8/15/18

Superintendent: [Signature] Date: 8/15/18

Governing Board (if required): _____ Date: _____

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: 8/21/18 SCHOOL: WRHS
GROUP: FBLA ADVISOR/COACH: * Tanja Brosche / Wm. Hughes
TRIP DAYS/DATES: 10/4 - 10/5/18 DEPARTURE TIME: 10:14 5PM RETURN TIME: 10:15 3AM
DESTINATION: Ontario Convention Center
METHOD OF TRANSPORTATION: Parent will drive their own student

*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: October Board Leadership Meeting

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

ACCOMMODATIONS (Include complete address): Ontario Comfort Suites, 1811 E. Holt St Ontario Ca 91761

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: n/a

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:
 TRANSPORTATION: Parent w/ transport/drive ONLY their own student
 LODGING & OTHER: fundraising, donations, ASB Trust

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

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: * Wm. Hughes

NAME(S) OF FEMALE SUPERVISORS: * Tanja Brosche

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: Bh Date: _____
Principal: [Signature] Date: 8/22/18
Superintendent: [Signature] Date: 8/30/18
Governing Board (if required): _____ Date: _____

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: 8/21/18 SCHOOL: West Ranch H.S.

GROUP: FBLA ADVISOR/COACH: T. Brosche / W.M. Hughes

TRIP DAYS/DATES: 10/27-10/28/18 DEPARTURE TIME: 8:30am RETURN TIME: 5pm

DESTINATION: Anaheim Convention Center, Hilton Hotel

METHOD OF TRANSPORTATION: Private auto - Parents will transport their own students only

*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: Leadership Development Institute

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

ACCOMMODATIONS (Include complete address): Anaheim Hilton, 777 W. Convention Way, Anaheim 92802

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: N/A

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: Parents to transport/drive their own students only

() LODGING & OTHER: Fundraising, donations, ASB Trust

NUMBER OF STUDENTS PARTICIPATING: Male: 6 Female: 6 Total: 12

CERTIFICATED GROUP LEADER: *Tanya 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: *William Hughes

NAME(S) OF FEMALE SUPERVISORS: *Tanya Brosche

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: 8/22/18

Superintendent: [Signature] Date: 8/26/18

Governing Board (if required): _____ Date: _____

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: 8-7-18 SCHOOL: West Ranch High School
GROUP: Marching Band ADVISOR/COACH: Jason Marshall
TRIP DAYS/DATES: 10/27-28, 2018 DEPARTURE TIME: 10/27 12pm RETURN TIME: 10/28 5pm
DESTINATION: San Diego, Ca
METHOD OF TRANSPORTATION: Chartered Motor Coach

*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: Marching Band Competition

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

ACCOMMODATIONS (Include complete address): Homewood Suites, 2201 Hotel Circle, San Diego

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: nlq

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Booster Club
 LODGING & OTHER: " "

NUMBER OF STUDENTS PARTICIPATING: Male: 85 Female: 73 Total: 158

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, * Brian Left, Azmi Balkagi, Jay Kamp, Andrew Ramirez, Julio Diaz, Brendan Kistaw, Angel Nazario

NAME(S) OF FEMALE SUPERVISORS: Ester Kamp, Robyn Kamp, Kelsey Crone, Anne P. Dean, Mary Hulbert, Ivy Mainalang, Cheri Robertson Mossburg

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: 8/17/18
Principal: [Signature] Date: 8/17/18
Superintendent: [Signature] Date: 8/26/18
Governing Board (if required): _____ Date: _____