

# 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: 6/3/19 SCHOOL: Canyon High School  
 GROUP: Boys' Basketball ADVISOR/COACH: Sean Delong  
 TRIP DAYS/DATES: July 6-8, 2019 DEPARTURE TIME: 9:00 am RETURN TIME: 8:00 pm  
 DESTINATION: UC San Diego

METHOD OF TRANSPORTATION TO DESTINATION: Parents will drive their student to/from

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
 \_\_\_\_\_

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Basketball Tournament

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

ACCOMMODATIONS (Include complete address): Dorms - 9500 Gilman Drive, La Jolla, CA 92093

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:

TRANSPORTATION: N/A

LODGING & OTHER: Booster Club

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

CERTIFICATED GROUP LEADER: Sean Delong

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: \*Sean Delong, \*Ali Monfared, Andrew Cruz, Maurice Regalado

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.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_

Principal (signature required): \_\_\_\_\_

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

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

Date: 6/5/19

Date: 6/5/19

Date: 6/6/19

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

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DATE OF REQUEST: 5/15/19 SCHOOL: Canyon High School  
GROUP: Canyon ASB ADVISOR/COACH: Herinckx  
TRIP DAYS/DATES: July 17-July 20, 2019 DEPARTURE TIME: 9:00am RETURN TIME: 4:00pm  
DESTINATION: UC Santa Barbara, Santa Barbara, CA  
METHOD OF TRANSPORTATION TO DESTINATION: School Bus  
METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☒ SCHOOL BUS ☐ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Annual Leadership Conference for CA Actinthes

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

ACCOMMODATIONS (Include complete address): UC Santa Barbara dorms

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: ASB Fundraising Account

LODGING & OTHER: ASB Fundraising Account

NUMBER OF STUDENTS PARTICIPATING: Male: 5 Female: 11 Total: 16

CERTIFICATED GROUP LEADER: Gerardo Herinckx 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: Herinckx\*, Gerardo

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

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.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_

Date: 5/29/19

Principal (signature required): \_\_\_\_\_

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

Superintendent: Vicki Englehardt

Date: 6/3/19

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: 5-16-19 SCHOOL: Golden Valley High School  
 GROUP: Cheer ADVISOR/COACH: Melissa Brewer  
 TRIP DAYS/DATES: July 23 - 25, 2019 DEPARTURE TIME: 7:00am RETURN TIME: Parents will pick up their child from the last camp on the day.  
 DESTINATION: Hyatt Resort Indian Wells  
 METHOD OF TRANSPORTATION: Activity 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: cheer camp  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR          PERIODS During the summer  
 ACCOMMODATIONS (Include complete address): 44-600 Indian Wells Lane, Indian Wells, CA 92210  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for          DAYS OR          PERIODS During the summer  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: NA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

☒ TRANSPORTATION: donations - cheer ASB Account  
☒ LODGING & OTHER: donations - cheer ASB Account

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

CERTIFICATED GROUP LEADER: Melissa Brewer 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 Brewer\*

✓ Ryan Bull

✓ Dulce Rendon

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: 5/16/19

Principal: [Signature] Date: 5/16/19

Superintendent: [Signature] Date: 5/24/19

Governing Board (if required):          Date:         

Revised 3/2013

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DATE OF REQUEST: April 8, 2019 SCHOOL: Hurt  
 GROUP: Cheer ADVISOR/COACH: L Parra  
 TRIP DAYS/DATES: July 21-24/19 DEPARTURE TIME: 8 AM RETURN TIME: 3:00pm  
 DESTINATION: Renaissance Indian Wells Resort  
 METHOD OF TRANSPORTATION: District Approved Drivers / Parents driving own student

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Cheer Camp learn materials for upcoming year  
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? \_\_\_\_\_ DAYS OR 8 PERIODS  
 ACCOMMODATIONS (Include complete address): Renaissance Indian Wells, 44400 Indian Wells Ln. Indian Wells, CA 92210  
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for 8 DAYS OR 8 PERIODS  
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: \_\_\_\_\_

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: \_\_\_\_\_

LODGING & OTHER: through fundraising and parent donations

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 35 Total: 36

CERTIFICATED GROUP LEADER: Lisa Parra\*

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: Chad Powell\*

NAME(S) OF FEMALE SUPERVISORS: Jaycee Schiente, Erin Anderson, Stephanie Rydall, Raquel Marchant, Robin Santamaria, Diane Wathart, Tia Shea, Andrea Clark

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.

Site administrator verification that supervisors have been cleared: Just

Date: 5/2/19

Principal (signature required): [Signature]

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

Superintendent: [Signature]

Date: 6/6/19

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

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

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DATE OF REQUEST: May 7, 2019 SCHOOL: Saugus

GROUP: Cheer ADVISOR/COACH: Candace Rogers

TRIP DAYS/DATES: July 23-26, 2019 DEPARTURE TIME: 5:00 AM RETURN TIME: 3:00 PM

DESTINATION: USA Nationals Cheer Camp - Garden Grove

METHOD OF TRANSPORTATION: Parents driving only their child

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: Summer Cheer Camp

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

ACCOMMODATIONS (Include complete address): Hyatt Regency Orange County, 11999 Harbor Blvd, Garden Grove

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: Cheer Booster & Donations

LODGING & OTHER: Cheer Booster / (Optional Summer Activity)

NUMBER OF STUDENTS PARTICIPATING: Male: \_\_\_\_\_ Female: 30 Total: 30

CERTIFICATED GROUP LEADER: Amanda Clark CELL PHONE: \_\_\_\_\_

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NAME(S) OF MALE SUPERVISORS: \_\_\_\_\_

NAME(S) OF FEMALE SUPERVISORS: Amanda Clark \*, Candace Rogers +, Glenna Panarisi +,

✓ Chloe Stangl +

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.

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 5.10.19

Principal (signature required): \_\_\_\_\_ Date: 5.10.19

Superintendent: [Signature] Date: 5/24/19

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

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DATE OF REQUEST: 5/2/19 SCHOOL: SAUGUS HIGH SCHOOL  
GROUP: Girls Varsity Tennis ADVISOR/COACH: Ken Jeffris  
TRIP DAYS/DATES: September 5 - 7, 2019 DEPARTURE TIME: 1:00 PM RETURN TIME: 5:00 PM  
DESTINATION: CLOVIS, CA - BUCHANAN HIGH SCHOOL 1560 N Minnewawa Ave, Clovis, CA 93619

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving only their child

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
Parents driving only their child

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS

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PURPOSE OR JUSTIFICATION FOR TRIP: CALIFORNIA TENNIS CLASSIC - GIRLS TOURNAMENT

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 6 PERIODS

ACCOMMODATIONS (Include complete address): La Quinta Inn, 330 E Fir Ave, Fresno, CA 93720 (559) 449-0928

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: ASB TRUST ACCOUNT - GIRLS TENNIS

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
Parents driving only their child

TRANSPORTATION: PARENTS DRIVING ONLY THEIR CHILD / TENNIS BOOSTER

LODGING & OTHER: TENNIS BOOSTER CLUB

NUMBER OF STUDENTS PARTICIPATING: Male: 0 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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 5/3/19

Principal (signature required): [Signature] Date: 5/3/19

Superintendent: [Signature] Date: 5/13/19

Governing Board (if required):          Date:

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DATE OF REQUEST: 5/3/19 SCHOOL: Valencia

GROUP: FBLA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: 6/26/19 to 7/2/19 DEPARTURE TIME: 6 am RETURN TIME: 2 pm

DESTINATION: San Antonio Convention Center 900 E Market St, San Antonio, TX 78205

METHOD OF TRANSPORTATION TO DESTINATION: American Airlines, Parents transport own student to/from airport

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE FBLA Competition

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

ACCOMMODATIONS (Include complete address): San Antonio Marriott Riverwalk 889 East Market Street San Antonio, Texas 78205

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: not applicable

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Perkins/Incentive grant and student fundraising

LODGING & OTHER: Perkins/Incentive grant and student fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 2 Female: 3 Total: 5

CERTIFICATED GROUP LEADER: Dennis Mifflin

CELL PHONE:

A minimum of two supervisors is required per bus. For overnight and out-of-state trips, a ratio of 1 supervisor per 12 students is required. Where the student group is co-ed, both male and female supervisors shall accompany the group. (Indicate supervisors' status: asterisk (\*) for certificated employees; plus sign (+) for classified or other employee of the District, and number sign (#) for persons that will transport students).

NAME(S) OF MALE SUPERVISORS: Dennis Mifflin \*

NAME(S) OF FEMALE SUPERVISORS: Lauren Miles and Janet Mifflin

Site Administrators shall consider adherence to Board Policies relative to transportation, supervisors, the impact of student absences from class, and the need for substitutes when approving a trip. Expenses for trips must be borne by the school or group taking the trip, with the exception of CIF playoff competition.

Site administrator verification that supervisors have been cleared:

Date: 5/3/19

Principal (signature required):

Date: 5/3/19

Superintendent:

Date: 5/13/19

Governing Board (if required):

Date:

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DATE OF REQUEST: 5/29/19 SCHOOL: West Ranch High School

GROUP: Cross Country ADVISOR/COACH: Sara Soltani

TRIP DAYS/DATES: July 21-27, 2019 DEPARTURE TIME: 7/21 8AM RETURN TIME: 7/27 6PM

DESTINATION: Mammoth Lakes, California

METHOD OF TRANSPORTATION TO DESTINATION: Personal vehicles driven by Soltani, Hoelzel & Low 4 student driven by their parents.

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):

\*IF METHOD OF TRANSPORTATION IS BY BUS, CHECK THE FOLLOWING ☐ SCHOOL BUS ☐ CHARTER BUS

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: Training camp for Cross Country Athletes

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

ACCOMMODATIONS (Include complete address): Lakeview Villas, 201 Lakeview Blvd. Mammoth Lakes, 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: Fundraising, Donations ASB Trust account

LODGING & OTHER: same as above

NUMBER OF STUDENTS PARTICIPATING: Male: 9 Female: 9 Total: 18

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: #Stephen Low, Alex Dunwoody

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

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.

Site administrator verification that supervisors have been cleared: [Signature] Date: 5/31/19

Principal (signature required): [Signature] Date: 5/31/19

Superintendent: [Signature] Date: 6/6/19

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

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: 5/10/19 SCHOOL: Rancho Pico Jr. High  
 GROUP: yearbook ADVISOR/COACH: Jennifer guzman  
 TRIP DAYS/DATES: July 19-22, 2019 DEPARTURE TIME: 8:00am RETURN TIME: 12:00pm  
 DESTINATION: Chapman University  
 METHOD OF TRANSPORTATION: Parents transporting own students

\*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: 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: \* Darren Thomas - yearbook teacher at Saugus

NAME(S) OF FEMALE SUPERVISORS: \* Jennifer guzman - yearbook teacher at 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: Greeni Peler

Date: 5/10/19

Principal: Greeni Peler

Date: 5/10/19

Superintendent: Greeni Peler

Date: 5/15/19

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: 5/21/19 SCHOOL: Sierra Vista Junior High  
 GROUP: ASB ADVISOR/COACH: Nicole Terranova  
 TRIP DAYS/DATES: 7/23/19 - 7/25/19 DEPARTURE TIME: 9 am RETURN TIME: 3 pm  
 DESTINATION: U.C.S.B. - Santa Barbara, CA 93106  
 METHOD OF TRANSPORTATION: Parent drop off / pick up own 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: ASB officer training

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

ACCOMMODATIONS (Include complete address): U.C.S.B dorms, 552 University Rd, Santa Barbara

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:

( ) TRANSPORTATION: - parent drop off own student

( ) LODGING & OTHER: Student / ASB ~ optional summer activity

NUMBER OF STUDENTS PARTICIPATING: Male: 3 Female: 5 Total: 8

CERTIFICATED GROUP LEADER: Nicole Terranova 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: \*Ron Ippolito

NAME(S) OF FEMALE SUPERVISORS: \*Nicole Terranova

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: CTA Date: 5/23/19

Principal: CTA Date: 5/23/19

Superintendent: Englehardt Date: 5/29/19

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

Revised 3/2013