

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: 5/29/19 SCHOOL: Saugus High School
GROUP: Saugus Dance Team ADVISOR/COACH: Wendy Noonan
TRIP DAYS/DATES: 7/19/19 - 7/21/19 DEPARTURE TIME: 7:00 AM RETURN TIME: 7:00 PM
DESTINATION: Great Wolf Lodge - Garden Grove

METHOD OF TRANSPORTATION: Parents are transporting their own child only to and from camp

*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: West Coast Elite Dance Camp

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

ACCOMMODATIONS (Include complete address): Great Wolf Lodge, 12681 Harbor Blvd, Garden Grove, CA 92840

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: optional summer activity) Parents transport own student

LODGING & OTHER: Dance Booster Club/Parent Funded (optional summer activity)

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 19 Total: 19

CERTIFICATED GROUP LEADER: Wendy Noonan 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: Genevieve Peterson Henry*, Wendy Noonan*, Taylor Hansen

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: 6-4-19
Principal (signature required): [Signature] Date: 6-4-19
Superintendent: [Signature] Date: 6-14-19
Governing Board (if required): Date:

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() 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: 06/01/2019 SCHOOL: Valencia High School
 GROUP: Dance Team ADVISOR/COACH: Griselda Galvan
 TRIP DAYS/DATES: 08/01 - 08/04/2019 DEPARTURE TIME: 9:00am RETURN TIME: 5:00 pm
 DESTINATION: California Lutheran University
 METHOD OF TRANSPORTATION: parents will transport own student to / from camp

*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 Dance Training Camp
 HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR _____ PERIODS
 ACCOMMODATIONS (Include complete address): 60 W. Olsen Rd., Thousand Oaks, CA 91360 ~ CA Lutheran Univ. DORMS
 NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 0 substitute(s) for _____ DAYS OR _____ PERIODS
 FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 0

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

() TRANSPORTATION: _____
 () LODGING & OTHER: ASB - Dance Team Trust

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 16 Total: 16

CERTIFICATED GROUP LEADER: Catherine Herrick 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: NONE

NAME(S) OF FEMALE SUPERVISORS: + Griselda Galvan, * Catherine Herrick

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: 7/9/19
 Principal: _____ Date: 6/26/19
 Superintendent: _____ Date: 7/10/19
 Governing Board (if required): _____ Date: _____

Revised 3/2013

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DATE OF REQUEST: 06/04/19 SCHOOL: Valencia
GROUP: Valencia Cheer ADVISOR/COACH: Tiffany Bernier
TRIP DAYS/DATES: August 4-7, 2019 DEPARTURE TIME: 6am RETURN TIME: 12pm
DESTINATION: J.W. Marriott, 74-866 Country Club Drive, Palm Dsert, CA 92260
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: UCA Cheer Camp

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

ACCOMMODATIONS (Include complete address): J.W. Marriott, 74-855 Country Club Dr., Palm Desert, CA 92260

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: Boosters
LODGING & OTHER: Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 0 Female: 89 Total: 89

CERTIFICATED GROUP LEADER: *Tiffany Bernier

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: *Tiffany Bernier, *Jannelle Olivier, *Martha Pellico, *Thushita Shankar,
+Nicole Wertz, Makenna Wertz, *Nicole Jolicoeur (RP),

*Melissa Colley

*Doug Broers

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: 7/9/19

Principal (signature required): [Signature] Date: 7/9/19

Superintendent: [Signature] Date: 7-9-19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 05/29/2019 SCHOOL: Valencia

GROUP: Girls JV Tennis ADVISOR/COACH: Kathy Ferry

TRIP DAYS/DATES: Sept 5-7, 2019 DEPARTURE TIME: 2pm RETURN TIME: 10pm

DESTINATION: California HS Tennis Classic, Clovis, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Tennis Tournament

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

ACCOMMODATIONS (Include complete address): Springhill Suites by Marriott, 6844 N. Fresno St., Clovis, CA 93710

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics - 43

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Private autos - parents driving own student

LODGING & OTHER: Fundraising

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

CERTIFICATED GROUP LEADER: *Kathy Ferry 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: +Jackson Boxall ✓

NAME(S) OF FEMALE SUPERVISORS: *Kathy Ferry

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): [Signature]

Superintendent: [Signature]

Governing Board (if required):

Date: 5/29/19

Date: 5/30/19

Date: 6/14/19

Date:

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DATE OF REQUEST: 05/29/2019 SCHOOL: Valencia

GROUP: Girls Varsity Tennis ADVISOR/COACH: Annie Kellogg

TRIP DAYS/DATES: Sept 5-7, 2019 DEPARTURE TIME: 12noon RETURN TIME: 11pm

DESTINATION: Golden State Classic Tennis Tournament @ Stanford

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Tennis Tournament

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

ACCOMMODATIONS (Include complete address): Courtyard Palo Alto, 4320 El Camino Real, Los Altos, CA 94022

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics - 43

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Private autos - parents

LODGING & OTHER: Fundraising

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

CERTIFICATED GROUP LEADER: *Annie Kellogg

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: *Annie Kellogg, +Jen Azevedo

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): [Signature]

Date: 5/30/19

Superintendent: [Signature]

Date: 6/14/19

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 05/29/2019 SCHOOL: Valencia
GROUP: Girls Varsity Tennis ADVISOR/COACH: Annie Kellogg
TRIP DAYS/DATES: Sept 26-28, 2019 DEPARTURE TIME: 1pm RETURN TIME: 10pm
DESTINATION: The Point Loma Tennis Invitational, San Diego, Barnes Tennis Center
METHOD OF TRANSPORTATION TO DESTINATION: Parents driving their own students
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: Tennis Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 1 DAYS OR 1 PERIODS
ACCOMMODATIONS (Include complete address): Wyndham Garden, 3737 Sports Arena Blvd., San Diego, CA 92110

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics - 43

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Private autos - parents
LODGING & OTHER: Fundraising

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

CERTIFICATED GROUP LEADER: *Annie Kellogg 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: +Jackson Boxall

NAME(S) OF FEMALE SUPERVISORS: *Annie Kellogg, *Kathy Ferry, +Jen Azevedo

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: 5/29/19

Principal (signature required): [Signature] Date: 5/30/19

Superintendent: [Signature] Date: 6/14/19

Governing Board (if required): _____ Date: _____

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DATE OF REQUEST: 7/2/2019 SCHOOL: West Ranch High School

GROUP: Dance ADVISOR/COACH: Tammie Johnston

TRIP DAYS/DATES: 8/1 - 8/4, 2019 DEPARTURE TIME: 9:00am RETURN TIME: 1:00pm

DESTINATION: Cal Lutheran, 3275 Campus Dr., Thousand Oaks, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parents will transport own student to event.

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

Staying on campus

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Dance Camp

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

ACCOMMODATIONS (Include complete address): Dorms, 3275 Campus Dr., Thousand Oaks, CA 91360

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

LODGING & OTHER: Sames as above

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

CERTIFICATED GROUP LEADER: Tammie Johnston

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: *Tammie Johnston, Megan Deffenbaugh

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: 7/2/2019

Principal (signature required): [Signature]

Date: 7/2/19

Superintendent: [Signature]

Date: 7-3-19

Governing Board (if required): _____

Date: _____

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DATE OF REQUEST: 6/13/19

SCHOOL: West Ranch High School

GROUP: Girls Varsity Tennis

ADVISOR/COACH: Dody Garcia

TRIP DAYS/DATES: 9/26-9/28/19

DEPARTURE TIME: 9/26 3PM RETURN TIME: 9/29 5PM

DESTINATION: Pt. Loma High School, 2335 Chatsworth Blvd. San Diego, CA 92106

METHOD OF TRANSPORTATION TO DESTINATION: Approved drivers Dody Garcia and Dina McBride

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

n/a

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PURPOSE OR JUSTIFICATION FOR TRIP: Participation in an Invitational Tournament

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

ACCOMMODATIONS (Include complete address): La Quinta Inn & Suites, 4610 De Soto St., San Diego

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletic Trust account

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: ASB Trust account

LODGING & OTHER: same as above

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.

Site administrator verification that supervisors have been cleared:

Date: 6/13/19

Principal (signature required): [Signature]

Date: 6/13/19

Superintendent: [Signature]

Date: 6/14/19

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.**

MUST BE SENT IN A WRITTEN MEMORANDUM TO THE SUPERINTENDENT'S OFFICE.

DATE OF REQUEST: 5/30/19 SCHOOL: RIO NORTE JR. HIGH

GROUP: ASB ADVISOR/COACH: MATTHEW SHERIDAN

TRIP DAYS/DATES: 7/23/19 - 7/25/19 DEPARTURE TIME: 9:00 AM RETURN TIME: 1:00 pm

DESTINATION: UCSB

METHOD OF TRANSPORTATION: DISTRICT VAN

*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: CADA LEADERSHIP CAMP

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

ACCOMMODATIONS (Include complete address): UCSB, SANTA BARBARA, CA. 93106

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:

PLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

(✓) TRANSPORTATION: ASB (RIO NORTE)

(✓) LODGING & OTHER: ASB (RIO NORTE)

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

CERTIFICATED GROUP LEADER: MATTHEW SHERIDAN 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: # MATTHEW SHERIDAN*, 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: Andy Asp Date: June 1, 2011

Principal: Andy Apple Date: June 3, 19

Superintendent: Kingbrecht Date: 6/20/17

Governing Board (if required): _____ Date: _____ Revised 3/2013

Revised 3/2013