

# 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: 8/27/22 SCHOOL: Hart HS  
GROUP: Dance Team ADVISOR/COACH: Katherine Leist  
TRIP DAYS/DATES: 3/3/22 - 3/8/22 DEPARTURE TIME: 3p 3/3 RETURN TIME: 10p 3/8  
DESTINATION: WDW Orlando, FL

METHOD OF TRANSPORTATION TO DESTINATION: Airplane (more info attached) Parents will drive their own str. to airport.

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

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Contest of Champions Dance Nationals

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 3.5 DAYS OR 5, 6, 7 PERIODS ON 3/3

ACCOMMODATIONS (Include complete address): Disney Coronado Springs Resort, 1000 W. Buena Vista Pr. Lake Buena Vista, FL 32836.

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: Paid for by fundraising efforts

LODGING & OTHER: Paid for by fundraising efforts

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 10 Total: 11

CERTIFICATED GROUP LEADER: Katherine Leist 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: Katherine Leist, Sylvia Ross (parent of male student)

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: 9/15/21

Principal (signature required): [Signature] Date: 9/15/21

Superintendent: [Signature] Date: 1/27/22

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

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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: 1-10-2022 SCHOOL: Valencia

GROUP: DECA ADVISOR/COACH: Dennis Mifflin

TRIP DAYS/DATES: 2/24/2022 to 2/27/2022 DEPARTURE TIME: 12:00 pm RETURN TIME: 2:00 pm

DESTINATION: Marriott Hotel 700 W Convention Way, Anaheim, CA 92802

METHOD OF TRANSPORTATION TO DESTINATION: Bus (shared with West Ranch High School)

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

none

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

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PURPOSE OR JUSTIFICATION FOR TRIP: CTE competition

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

ACCOMMODATIONS (Include complete address): Marriott Hotel 700 W Convention Way, Anaheim, CA 92802

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Valencia ASB account #2633/ student fundraising

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Student Fundraising

LODGING & OTHER: Student Fundraising

NUMBER OF STUDENTS PARTICIPATING: Male: 4 Female: 4 Total: 8

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: Kearsten Livingstone (West Ranch marketing teacher) \*

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: 1/10/22

Principal (signature required): \_\_\_\_\_ Date: 1/10/22

Superintendent: mejl Date: 1/27/22

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: 10/11/2021 SCHOOL: Valencia High School  
GROUP: Boy's Volleyball ADVISOR/COACH: Josh Kornegay  
TRIP DAYS/DATES: 3/4/2021 - 3/5/2022 DEPARTURE TIME: 8:00 AM RETURN TIME: 10:00 PM  
DESTINATION: Las Vegas, NV

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving students

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

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PURPOSE OR JUSTIFICATION FOR TRIP: Boy's Volleyball Tournament

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

ACCOMMODATIONS (Include complete address): Sams Town, 5111 Boulder Highway, Las Vegas, NV 89122

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: Parents will provide transportation for their student to/from event

LODGING & OTHER: Fundraising

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

CERTIFICATED GROUP LEADER: Joshua Kornegay\* 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: Joshua Kornegay\*, David Duncan\*

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

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

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 10/12/21  
Principal (signature required): \_\_\_\_\_ Date: 10/12/21  
Superintendent: mevete Date: 11/27/22  
Governing Board (if required): \_\_\_\_\_ Date: \_\_\_\_\_

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DATE OF REQUEST: 8/9/2021 SCHOOL: Valencia  
GROUP: Varsity Softball ADVISOR/COACH: Donna Lee  
TRIP DAYS/DATES: 3/9 to 3/13/2022 DEPARTURE TIME: 2:15pm RETURN TIME: 4:00pm  
DESTINATION: Mohave HS, 2251 Hwy 95, Bullhead City, AZ 86442

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: Tournament of Champions, Varsity Softball Tournament

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

ACCOMMODATIONS (Include complete address): Hotel Aquarius, 1900 S. Casino Dr., Laughlin, NV 89029 Phone: 702-298-5111

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: 43 - Athletics

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID

TRANSPORTATION: N/A - private vehicles, parents driving own student

LODGING & OTHER: Valencia Softball ASB Trust Account - Booster funds

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

CERTIFICATED GROUP LEADER: \*Donna Lee 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: Dan Ramos

NAME(S) OF FEMALE SUPERVISORS: \*Donna Lee

Site Administrators shall consider adherence to Board Policies relative to transportation, supervision, 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: 08-09-2021

Principal (signature required): \_\_\_\_\_ Date: 08-09-2021

Superintendent: meik Date: 1/21/22

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

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DATE OF REQUEST: 12/02/2021 SCHOOL: West Ranch High School

GROUP: Baseball ADVISOR/COACH: Ryan Lindgreen

TRIP DAYS/DATES: 02/11 - 02/12/2022 DEPARTURE TIME: 3:30pm RETURN TIME: 10:00pm

DESTINATION: Buchanan High School, Fresno, CA

METHOD OF TRANSPORTATION TO DESTINATION: Parent drivers, Parents driving 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: Baseball games

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

ACCOMMODATIONS (Include complete address): Hampton Inn, 327 E Fir Ave., Fresno, CA 93720

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

LODGING & OTHER: - Baseball Trust

NUMBER OF STUDENTS PARTICIPATING: Male: 54 Female: 0 Total: 54

CERTIFICATED GROUP LEADER: Ryan Lindgreen CELL PHONE: \_\_\_\_\_

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NAME(S) OF MALE SUPERVISORS: Ryan Lindgreen\*, Brady Burrill\*, Casey Burrill\*, Grant Livermont\*, Juan Lopez+, Adam Powers+

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

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

Site administrator verification that supervisors have been cleared: [Signature] Date: 12/3/21

Principal (signature required): [Signature] Date: 12/3/21

Superintendent: [Signature] Date: 1/27/22

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

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DATE OF REQUEST: 12/02/2021 SCHOOL: West Ranch High School

GROUP: Baseball ADVISOR/COACH: Ryan Lindgreen

TRIP DAYS/DATES: 02/18 - 02/19/2022 DEPARTURE TIME: 08:00am RETURN TIME: 06:00pm

DESTINATION: Orange County

METHOD OF TRANSPORTATION TO DESTINATION: School Bus

METHOD OF TRANSPORTATION WHILE AT DESTINATION (EX: FROM AIRPORT TO HOTEL OR HOTEL TO VENUE):  
Parent drivers, Parents driving own students

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PURPOSE OR JUSTIFICATION FOR TRIP: Participate in the Loara Baseball Tournament

HOW MANY DAYS/PERIODS WILL STUDENTS BE ABSENT? 0 DAYS OR 2 PERIODS

ACCOMMODATIONS (Include complete address): Courtyard Marriott, 7621 Beach Blvd., Buena Park, 90620

NUMBER OF SUBSTITUTE TEACHERS REQUIRED: 2 substitute(s) for \_\_\_\_\_ DAYS OR 4 PERIODS

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: Baseball Trust ASB #2325

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
Parent drivers

TRANSPORTATION: District / Baseball Trust

LOGGING & OTHER: \_\_\_\_\_ - Baseball Trust

NUMBER OF STUDENTS PARTICIPATING: Male: 25 Female: 0 Total: 25

CERTIFICATED GROUP LEADER: Ryan Lindgreen 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: Ryan Lindgreen\*, Brady Burrill\*, Casey Burrill\*

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

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

Site administrator verification that supervisors have been cleared: \_\_\_\_\_ Date: 12/3/21

Principal (signature required): [Signature] Date: 12/3/21

Superintendent: [Signature] Date: 1/27/22

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

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DATE OF REQUEST: 1/20/22 SCHOOL: West Ranch High School

GROUP: DECA ADVISOR/COACH: Kearsten Livingstone

TRIP DAYS/DATES: 2/24-2/27/2022 DEPARTURE TIME: 1 pm RETURN TIME: 1pm

DESTINATION: Anaheim Marriott 700 W. Convention Way Anaheim CA 92802

METHOD OF TRANSPORTATION TO DESTINATION: WSH Bus

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: DECA State Level Competition

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

ACCOMMODATIONS (include complete address): Anaheim Marriott 700 W. Convention Way Anaheim CA 92802

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: CTE

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:

TRANSPORTATION: CTE FUNDS

LODGING & OTHER: CTE FUNDS

NUMBER OF STUDENTS PARTICIPATING: Male: 1 Female: 4 Total: 5

CERTIFICATED GROUP LEADER: Kearsten Livingstone 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- Valencia High School

NAME(S) OF FEMALE SUPERVISORS: Kearsten Livingstone- West Ranch

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: 1/21/22

Principal (signature required): \_\_\_\_\_ Date: 1/21/22

Superintendent: [Signature] Date: 1/27/22

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

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DATE OF REQUEST: 1/24/2022 SCHOOL: West Ranch HS

GROUP: Dance ADVISOR/COACH: Tammie Johnston

TRIP DAYS/DATES: 3/4 - 7/2022 DEPARTURE TIME: 8:00 am RETURN TIME: 3:30 pm

DESTINATION: ESPN Wide World of Sports Complex, Disneyworld Resort, Bay Lake, Florida

METHOD OF TRANSPORTATION TO DESTINATION: Parents driving own student to/from destination  
Private auto, air, shuttle

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

\*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: Participate in the Contest of Champions National Dance Competition

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

ACCOMMODATIONS (Include complete address): Port Orleans Hotel, 2201 Orleans Dr., Lake Buena Vista, FL 32830

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

FUNDING SOURCE FOR SUBSTITUTE TEACHERS: NA

EXPLAIN HOW THE FOLLOWING COSTS WILL BE PAID:  
shuttle

TRANSPORTATION: Fundraising through dance booster club

LODGING & OTHER: Fundraising through dance booster club

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

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: \_\_\_\_\_

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: \_\_\_\_\_ Date: 1/24/21

Principal (signature required): [Signature] Date: 1/24/21

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

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