

COAST UNIFIED SCHOOL DISTRICT

FIELD TRIP REQUEST

Submit forms together:

- Field Trip Request
Absence/Conference Form
Transportation Form
Enter absence in AESOP

Destination/Name of Venue:

Address of Destination/Venue:

Supervising Teacher: Date of Trip:

Time Leaving: Return Time: Course/Grade: # Students:

Water Activity Field Trip: Yes No

Additional Stops (if applicable):

Purpose of Activity: (use back if necessary):

Supervision (# of Other Chaperones): #

Lodging:

Total Cost: \$
Transp \$ (budget source) Fees \$ (budget source)
Lodging \$ (budget source) Food* \$ (budget source)
Sub(s) \$ (budget source) * If applic. notify Cafe.; Sack lunches, #

Cost to student other than District/Site funds, if applicable \$

Transportation:

Walking Private Cars Van
School Buses (Attach Transportation Request Form)
Charter Buses

Safety/Liability Considerations: Parent permission to travel, participate and treat in case of emergency will be secured for each participant. The supervising teacher(s) and school office will each retain permission form copies.
**Insurance: The Principal will ensure and verify, prior to the field trip date, that all parents or other adults driving private vehicles have the required amount of insurance, and/or the District Transportation Supervisor has verified that a current insurance binder is on file for Bus Service.

Additional Information (e.g., Yard Duty coverage; Other Teachers/Aides to be notified):

Principal's Signature Date Teacher's Signature Date

Please submit form 2 weeks prior to Board meeting (for Out of County/Overnight).

Date rec'd at D.O. D.O. Approval: Yes No Bd Agenda Date: