

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning

School Name _____ Date ____/____/____
 Teacher's Name _____ Room # _____ Telephone # _____
 Fax # _____

Field Trip Destination _____
 F Local 50 mile radius (bus/walking) (forward directly to Field Trip Office) F Local 50 mile radius (driver led trips) F Out of Town (Beyond 50 mile radius)
 F Overnight F

Return ____/____/____ Time ____ am/pm

School Bus contact Transportation Field Trip Office
 No - Check with Field Trip Office
 Complete Volunteer Personal Automobile Use Form for each vehicle
 Check with Human Resources for fingerprint clearances
 Commercial Airline F Other: _____

Funding Source _____ Financial Assistance Available? Yes No

Number of students participating: _____

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) _____	yes F no	2) _____	yes F no
3) _____	yes F no	4) _____	yes F no

Teachers and Staff Attending

1) _____	F yes F no	2) _____	F yes F no
3) _____	F yes F no	4) _____	F yes F no

Principal Approval _____ Date _____

Risk Management Approval (Unusual Activities) _____ Date _____

Segment Administrator Approval _____ Date _____

Distribution Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus) (50 mile radius) Submit to Principal for approval. Maintain all documents and forward a copy to Segment Administrator
- Local Trip (50 mile radius: driver led, walking) Submit driver led trips Principal for approval then forward to Segment Administrator for approval 2 w/overhead
- Out-of-Town (beyond 50 mile radius) Submit to Principal for approval then forward to Segment Administrator for approval
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