

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) F Local 50 mile radius (driver led trips) F Out of Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)
 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? F Yes F 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:

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