



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 13.1g__

_____ from March 20- 25, 2024

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Deputy Superintendent

Recommendation: Approve Albert Einstein field trip to Washington DC and New York

_____ City from March 20-25, 2024

Background/Rationale: On March 20, 15 students, two teachers and six chaperones

_____ will travel via commercial airlines will be paid by

_____ parents.

LCAP Goal(s): College preparedness, increasing communication and critical thinking

_____ skills.

Documents Attached:

1. Out-of-state field trip documents

Estimated Time of Presentation: N/A

Submitted by: Mary Hardin Young, Interim Deputy Superintendent
Tuan Doung, Assistant Superintendent

Approved by: Lisa Allen, Interim Superintendent

Sacramento City Unified School District
**OUT-OF-STATE OR OUT OF-COUNTRY
TRAVEL REQUEST**

Albert Einstein MS

2 22 24

Teacher's Name Anna Ruggiero Room # 67 Telephone # 395-5310

Field Trip Destination Washington DC and New York

Reason for travel Curriculum enrichment

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of

contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend:	Purpose for Attending:	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state.
<input type="checkbox"/> Conference/Workshop	<input checked="" type="checkbox"/> Professional Development	

Business Meeting Continued Education Credits Earned REQ

School/Department | Albert Einstein Middle School Date | 2-22-24

Date(s) of Event | 3/20/24 - 3/25/24 Location DC and New York Trip

Event Title (attach brochure) | Student Trip to Washington DC and New York

Purpose* Yes

*What does this activity give students, attendees, staff.

How does this travel align with the District's strategic and

Student will be able to discuss with peers upon their return