

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

Agenda Item 9.1f

**Meeting Date:** April 20, 2017

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**

(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip. See reference distribution section for details concerning each type of trip.  
School Name John F. Kennedy High School Date 02/10/17

Teacher's Name Christoffer # E-8 Telephone # 395-5094  
Fax # \_\_\_\_\_

Field Trip Destination Washington D.C.

Local (50 mile radius)     Out-of-Town (Beyond 50 mile radius)     Overnight

Special Activities     Field Trips     Conferences     Media     Unusual Activities

[Redacted content]

*[Handwritten signature]*

Date: Sacramento, CA    D.C.



# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b>	<b>Purpose for Attending:</b>	<b>Instructions:</b> 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 checked="" type="checkbox"/> Conference/Workshop	<input type="checkbox"/> Professional Development	

School/Department | John F. Kennedy High School

Date | 02/10/17

Date(s) of Event | 05/04/17-05/10/17

Location | Washington D.C.

Event Title (attach brochure) | field trip for Crimnal Justice academy  
and history

Purpose\*

\*(what va

will be college and career ready

How does this travel align with the District's strategic

How will this activity/event be used and shared?

will present what they learned to the Academy

Name of Attendee(s)  
(attach sheet for additional attendees)

Position

Substitute (Y/N)\*\*  
No. of Days Required

Budget Code

Christoffer Herner

Teacher

Yes  5

Kristen Goding

Teacher

Yes  5

Ofc. Rose Cabrera

Police Officer

No

Ofc. Sam Davis

Police Officer

No

No

Additional Attendees Attached