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 sections feature and the section of the sect

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Teacher's Name		Room #		
Field Trip Destination			Fax #	
F Loca50 mile radius/walking (forward directly to Field Trip Office)	F Local50 mile radiusri	ver led trips)	Outof-Town (Beyond 50 mile radi	us)
F Overnight F				
DRateurn /Time				
Sighool Buscontact Transportation Field Trip O File Check with Field Trip Office Dete Volunteer Personal Automobile Use Forn Sheck with Human Resources for fingerprint cle	n for each vehicle earances			
		<u>-</u>		
Funding Source		Financial <i>F</i>	Assistanc ∉ A⁄es ilable P No	
Number of students participating: _		Financial <i>I</i>		
Funding Source Number of students participating: _ Adult Chaperones/Drivers:	DRIVER		DRIVER	
Funding Source Number of students participating: _	DRIVER y € s F no 2)	Financial <i>F</i>	DRIVER ye s F Fno	
Funding Source Number of students participating: _ Adult Chaperones/Drivers: 1)	DRIVER y € s F no 2)		DRIVER ye s F Fno	
Funding Source Number of students participating: _ Adult Chaperones/Drivers: 1) 3) Teachers and Staff Attending 1) F years	DRIVER yes Fno 2) yes Fno 4) es Fno 2)		DRIVER ye\$F Fno ye§ Fno F yes F no	
Funding Source Number of students participating: _ Adult Chaperones/Drivers: 1) 3) Teachers and Staff Attending 1) F years	DRIVER yes Fno 2) yes Fno 4) es Fno 2)		DRIVER ye s Fno ye s Fno	
Funding Source Number of students participating: _ Adult Chaperones/Drivers: 1) 3) Teachers and Staff Attending 1) F years	DRIVER yes Fno 2) ges Fno 2) es Fno 4)		DRIVERyes FnoFyes FnoFyes FnoFyes Fno	
Funding Source Number of students participating: _ Adult Chaperones/Drivers: 1) 3) Teachers and Staff Attending 1) F ye 3) F ye	DRIVER yes Fno 2) yes Fno 4) es Fno 4) es Fno 4)		DRIVERyes Fnoyes FnoFyes FnoFyes FnoDate	

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

- 1. Local Tripschool or charter bys(59mile radius)Submit torPricipal for approval. Maintain all documents atfetite ard a copy to Segment Administrator
- 2. Local Trip (50mile radius: driver led, walkip)g Submidriver led trips Principal for approventorward to Segment Administrative Administrati

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