LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS

(Refer to Reference Guide *Field Trips Handbook and Revised Procedures* for procedures and guidelines, Revised 2005)

CHECK THE APPROPRIATE BOX:
☐ Field Trip ☐ School Journey ☐ Curricular Trip ☐ Athletic Trip ☐ Curricular Bus Tour ☐ OTHER _____

Employee Number _____ ☐ Cert.

Name of School Perez School Employee Supervising Trip _____ ☐ NON-Cert.

Telephone Number (323) 269-0681 Grade Levels (Circle) PK K 1 2 3 4 5 6 7 8 9 10 11 12 OTHER_____

1. DESTINATION_____ Are admission fees charged? ☑ YES ☑ NO
2. IS THE SITE A PRE-APPROVED SITE? ☐ YES ☐ NO (If not, contact Local District and Division of Risk Management prior to taking trip.)
3. DOES THE SITE REQUIRE PROOF OF INSURANCE FROM THE DISTRICT? ☐ YES ☐ NO (If so, contact the Division of Risk Management and Insurance)
4. DATE(S) OF TRIP_____-_____ OVERNIGHT TRIP ☐ YES ☐ NO (See number 9.)
5. NUMBER OF STUDENTS_____NUMBER OF ADULTS_____ SUFFICIENT SUPERVISION ☐ YES ☐ NO
6. NAME AND EMPLOYEE NUMBERs OF EMPLOYEES ATTENDING TRIP: (Provide Attachment if not sufficient space)

_____
_____
_____

7. SUBSTITUTE REQUIRED? ☐ YES ☐ NO HOW MANY?_____ DAYS?_____SOURCE OF FUNDS (include Program Code)_____
8. TIME SCHEDULE REQUESTED BY SCHOOL: Leave School _____ Arrive Destination_____ Leave Destination_____ Return School_____
9. DURATION OF TRIP: ☐ Less than one day ☐ One Day ☐ Overnight (how many days?_____) Local District Approval ☐ YES ☐ NO
10. METHOD OF TRANSPORTATION: ☐ School Bus (indicate number required_____) ☐ Walking ☐ Automobile
    ☐ Public Carrier: ☐ Airplane ☐ Boat ☐ Bus ☐ Train ☐ OTHER_____

    NOTE: If utilizing a personal automobile or public carrier, please contact the Division of Risk Management and Insurance regarding safety guidelines and procedures, insurance and waivers that may be applicable.

11. BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. PLEASE STATE SPECIFICALLY AS AN INSTRUCTIONAL OBJECTIVE (NOT REQUIRED FOR ATHLETIC TRIPS OR YOUTH SERVICES ACTIVITIES). The student(s) will_____
    _____
    _____
    _____
12. TYPE OF ACTIVITIES: (Describe)_____
    ☐ Inflatable Equipment ☐ Aquatic activity (e.g. Swimming) ☐ OTHER _____
    HIGH RISK ACTIVITY APPROVAL: LOCAL DISTRICT ☐ YES ☐ NO RISK MANAGEMENT ☐ YES ☐ NO
    OFFICE OF ENVIRONMENT HEALTH & SAFETY ☐ YES ☐ NO

    NOTE: Certain activities are not permissible due to the risk and safety of the activity. Please contact your Local District, the Division of Risk Management and Insurance and the Office of Environment Health and Safety for prior approval.

13. SOURCE OF FUNDS FOR TRIP (Community, Program for Gifted/Talented, regular program.) (Include Program Code and description.)_____

    NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

14. HAVE LOCATIONS OF THE NEAREST EMERGENCY FACILITIES BEEN OBTAINED: ☐ YES ☐ NO
15. HAVE FORMS FOR PARENT'S OR GUARDIAN'S PERMISSION BEEN OBTAINED: ☐ YES ☐ NO
16. IF HIKING OR CAMPING ACTIVITY:
    a. Has a ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? ☐ YES ☐ NO
    b. Has the area been checked for potential hazards? ☐ YES ☐ NO
    c. Has the School Police Department been notified of the trip? ☐ YES ☐ NO
    d. Has approval been obtained from the Office of Outdoor Education? ☐ YES ☐ NO
    Name_____ Signature _____Date: _____
17. IF A SCHOOL BUS IS TO BE USED FOR TRANSPORTATION, HAS THE APPROPRIATE SCHOOL TRIP FORM BEEN PROCESSED THROUGH THE LOCAL DISTRICT ADMINISTRATOR? ☐ YES ☐ NO
    (applicable for trips involving Board approval)

APPROVALS

●PRINCIPAL:	□ YES □ NO	SIGNATURE:_____	DATE:_____
●RISK MNGMT (if applicable):	□ YES □ NO	SIGNATURE:_____	DATE:_____
●OEH&S (if applicable):	□ YES □ NO	SIGNATURE:_____	DATE:_____
●LOCAL DIST.	□ YES □ NO	SIGNATURE:_____	DATE:_____
●CENTRAL OFF.:	□ YES □ NO	SIGNATURE:_____	DATE:_____
●BD OF EDUC (if applicable)	□ YES □ NO	If yes, attach copy of Board authorization	DATE:_____

NOTE: ONLY TRIPS INVOLVING ADMISSION CHARGES AND SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE APPROPRIATE DIVISIONS.