

BERKELEY UNIFIED SCHOOL DISTRICT REQUEST FOR APPROVAL OF FIELD TRIP

All requests for field trips should be received by the Principal at least **THREE WEEKS** in advance of the trip.

TO: Principal/Designee SCHOOL: _____ DATE OF REQUEST: _____
FROM: _____ ORGANIZATION: _____

DATE OF FIELD TRIP: _____ DESTINATION: _____

Check if field trip is over 12 hours or overnight - **Attach Overnight form.** Roundtrip mileage: _____

Time of departure load at school: _____ Approx. time return to school: _____

Mode of transportation: _____

If arrival back to the school site is beyond normal dismissal time, what arrangements will be made for transportation to students' homes? _____

Means of financing trip: _____ Cost: _____

What contacts have been made with the place the group is visiting? _____

What is the educational value or purpose of this field trip? _____

What classes or which students will be participating? _____

Number going on trip - Students: _____ Certificated employees: _____ Other adults: _____
What classes or other duties will each supervising teacher miss and who will cover them? (It would be appropriate to note here who will be supervising students not going on the trip.)

Teacher	Classes/Duties meeting coverage	How will coverage be provided?
_____	_____	_____
_____	_____	_____
_____	_____	_____

How will appropriate staff be notified of excused students?

- Roster distributed 2-days in advance of the trip Other _____
 Student field trip passes signed 2-days in advance of the trip

_____ Signature of Supervising Certificated Staff Member in Charge	_____ Signature of Department Chair (if any)
Permission Granted: _____ Principal / Designee _____ Date	Permission Denied: _____ Principal / Designee _____ Date
Field trips using private vehicles (exceptional circumstances only), over twelve hours in length or overnight must have the approval of the Superintendent/Designee. Permission Granted: _____ Assist. Supt., Ed. Services/ Designee _____ Date	Permission Denied: _____ Assist. Supt., Ed. Services/ Designee _____ Date