

# BERKELEY UNIFIED SCHOOL DISTRICT REQUEST FOR APPROVAL OF FIELD TRIP

All requests for field trips should be received by the Principal at least 30 days in advance of the trip.  
Overnight field trips should be received by Ed. Svcs at least 45 days in advance and require board approval.

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)
<b>Permission Granted:</b> _____ Principal / Designee      Date	<b>Permission Denied:</b> _____ 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.	
<b>Permission Granted:</b> _____ Assist. Supt., Ed. Services/ Designee      Date	<b>Permission Denied:</b> _____ Assist. Supt., Ed. Services/ Designee      Date