Instruction
SCHOOL-SPONSORED TRIPS

San Leandro Unified School District
STUDY/FIELD TRIP APPROVAL FORM

Name of School: San Leandro High School Date: 10/5/16

SLHS Boys Basketball Number of students: (males) 0 (females) 13
Name of Group

Teacher(s): Classes taken: Periods (if applicable) 1, 2, 3, 4, 5, 6 (circle)

NONE Substitute need for: (if applicable) 1, 2, 3, 4, 5, 6 (circle)

Destination (Location): McQueen High School

Address: 6055 Lancer St Reno, NV 89523

Dates of Trip: Leave School: 12/25/16 Time: 1:00pm

Return to School: 12/29/16 Time: 8:00pm

Purpose of Trip: Basketball Tournament

Chaperones Names: (males) Dennis Flanner (Cleared Coach)

Chaperones Names: (males) Brittney Nisenbaum (Cleared Coach)

Types of transportation: ***(Appropriate forms must be completed.)***
Charter Bus: _____ Cost: _____
(See Business Services for current approved listing) **(See page E4a)**
Private Car: _____ *(Students must have parent permission to drive and are not to drive outside the immediate area.)*
(Insurance form needed)

Other: School Rental Vans Note Specifics: Insurance Included

All anticipated absence forms (if necessary), parent approval forms, medical forms, emergency phone numbers and other appropriate information must be submitted to the office of the Principal prior to departure.

Approval: _____ Date: 10/12/16
Signature of Principal

For Overnight Trips Only: _____ Date: _____
Signature of Superintendent or designee

Board Approval Date: _____ (If Applicable). If request is denied, reason(s) for denial: _____

E(4a) 6153 Study/Field Trip Checklist must accompany this form

Exhibit
version: August 19, 2003
version: December 2, 2008
reviewed: June 24, 2014

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

San Leandro Unified School District
STUDY/FIELD TRIP CHECKLIST

(Must be submitted with Study/Field Trip Approval Form E(4) 6153)

Name of School: San Leandro High School Name of Group: Basketball Team

Contact Person: Dennis Flannery Phone # 510-910-7343

Date of Trip: 12/25/16-12/29/16 Location of Trip: Reno, Nevada

Please check the following requirements completed for which you are responsible to ensure students and staff a safe study/field trip:

- ❑ Arranged for substitutes (if applicable)
  If sub required, how will cost be covered? N/A
- ❑ Volunteer Requirements met
- ❑ Funding for trip
- ❑ Transportation
- ❑ Proof of Insurance for transportation
- ❑ Certificate of Insurance/Proof of Liability (for SLUSD or Organization) if required
- ❑ Required Chaperone Ratio (male and female)
- ❑ Signed Permission Slips
- ❑ Sleeping Arrangements (overnight/out-of-state trips):

Type: THE GRAND SIERRA HOTEL