San Leandro Unified School District
STUDY/FIELD TRIP APPROVAL FORM

Name of School: San Leandro High School Date: 9/7/17

DECA
Name of Group
Number of students: (males) ____ (females) 5

Teacher(s): D. Maynard
Classes taken: Periods 1, 2, 3, 4, 5, 6 (if applicable) (circle)
Substitute need for: 1, 2, 3, 4, 5, 6 (if applicable) (circle)

Destination (Location): Atlanta, GA

Address: TBD

Dates of Trip: Leave School: April 20 Time: 9am

Return to School: April 25 Time: 5pm

Purpose of Trip: DECA ICDC

Chaperones Names: (males) _____

Chaperones Names: (females) D. Maynard

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: Air Note Specifics: _____

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: 9/26/17
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 HS Name of Group: DECA

Contact Person: D. Maynard Phone # 510-618-4600 ext. 2406

Date of Trip: 4/20/18 - 4/25/18 Location of Trip Atlanta, GA

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? ROP
- ☐ 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: Hotel TBD