



MJUSD Field Trip Request

FOR OFFICE USE ONLY	
RECEIVED	_____
RETURNED	_____
AGENDIZED	_____

Today's date: _____ Date(s) of Field Trip: _____ Destination: _____

School: _____ Depart from school: _____ Arrive back to school: _____

Name of field trip or group going: _____ Number of students going: _____

Type of Field Trip (circle all that apply): Partial Day Full Day Overnight Out-of-State Academic *Incentive (non-instructional time only)*

Transportation: Bus MJUSD Carryall Private Charter **Trip Requisition Number:** _____

All private charter buses must be arranged by Transportation to ensure appropriate certifications. Contact Dispatch at 740-6495.

Transportation: Private Car: A Non-sponsored Transportation Notice is required for each child. A completed Private Driver Application Form, a copy of each driver's license, and a copy of insurance verification must be submitted **with** this Field Trip Request Form for each driver and meet the required timelines. **Private Driver Applications are due with request form. No exceptions!**

Transportation: Walking School Vehicle

All field trips require supplemental insurance. Field trip insurance will be secured on: _____

Attach copy of Meyers-Stevens email to this field trip request form. activities@myers-stevens.com

Estimated number of lunches to be provided through the MJUSD Nutrition Services Department: _____

Teacher Chaperone(s) **Circle** the chaperones cleared through Business Services to drive. Please attach a separate sheet if needed: _____

Current District Employee Chaperone(s): _____

Non- District Employed Fingerprinted and TB Cleared Chaperone(s). **Circle** the chaperones cleared through Business Services to drive. Please attach a separate sheet if needed:

Recommended student to chaperone ratio is 10:1. Student to Chaperone Ratio for this Field Trip: _____

If students are missing academic learning time, describe how this field trip provides appropriate California grade-level academic standards that **cannot** be duplicated with the same emphasis to learning in the classroom setting.

Principal's Assurances:

- Every child attending the fieldtrip will have a signed Voluntary Excursion/Field Trip Notice **and** Medical Authorization-Minor form turned in to the school office 5 days prior to the date of the field trip. Yes No
- All chaperone(s) will have a Voluntary Excursion/Field Trip Notice in school office 5 days prior to the date of the field trip. Yes No
- All Chaperone(s) have fingerprint clearance for the field trip date(s) and are on file in Personnel. Yes No
- All Chaperone(s) have current TB test clearance for the field trip date(s) and are on file in Personnel. Yes No
- Every teacher will leave the school with a complete first aid kit. EC32040 Yes No
- No pupil shall be prevented from participating in the voluntary field trip or excursion because of lack of sufficient funds. EC35330 Yes No
- This field trip provides appropriate California grade-level academic standards that cannot be duplicated with the same emphasis to learning in the classroom setting. Yes No N/A
- If using private car, each child has a Non-Sponsored Transportation Notice on file. Yes No N/A
- If using private car, Private Driver Application is attached to this form. Yes No N/A
Name(s) of drivers: _____
- All Fieldtrip Request Form requirements will be met. Yes No
- The Field Trip Request Form is complete. Yes No

Requests must be turned in to the Educational Services 15 business days prior to the fieldtrip. Overnight and out-of-state trips require Board approval, and requests must be submitted no less than 20 business days prior to the upcoming board meeting.

_____	_____	_____	_____
Principal's Signature	Date	D.O. Representative's Signature	Date