

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning

School Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Teacher's Name \_\_\_\_\_ Room # \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Fax # \_\_\_\_\_

Field Trip Destination \_\_\_\_\_  
 F Local 50 mile radius (bus/walking) F Local 50 mile radius (driver led trips) F Out of Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)  
 F Overnight F

Return \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ am/pm

School Bus contact Transportation Field Trip Office  
 No - Check with Field Trip Office  
 Complete Volunteer Personal Automobile Use Form for each vehicle  
 Check with Human Resources for fingerprint clearances  
 Commercial Airline F Other: \_\_\_\_\_

Funding Source \_\_\_\_\_ Financial Assistance Available?  Yes  No

Number of students participating: \_\_\_\_\_

Adult Chaperones/Drivers: DRIVER DRIVER  
 1) \_\_\_\_\_ yes F no 2) \_\_\_\_\_ yes F no  
 3) \_\_\_\_\_ yes F no 4) \_\_\_\_\_ yes F no

Teachers and Staff Attending  
 1) \_\_\_\_\_ F yes F no 2) \_\_\_\_\_ F yes F no  
 3) \_\_\_\_\_ F yes F no 4) \_\_\_\_\_ F yes F no

Principal Approval \_\_\_\_\_ Date \_\_\_\_\_

Risk Management Approval (Unusual Activities) \_\_\_\_\_ Date \_\_\_\_\_

Segment Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

Distribution Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. Local Trip (school or charter bus) (50 mile radius) Submit to Principal for approval. Maintain all documents and forward a copy to Segment Administrator
2. Local Trip (50 mile radius: driver led, walking) Submit driver led trips Principal for approval then forward to Segment Administrator for approval 2 weeks before departure
3. Out-of-Town (beyond 50 mile radius) Submit to Principal for approval then forward to Segment Administrator for approval 2 weeks before departure
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