

**WOODLAKE UNIFIED SCHOOL DISTRICT**  
**STUDENT TRIP REQUEST**  
**District Office Authorization**

*All overnight/out-of-county field trips must have prior approval of the Woodlake Unified Governing Board. The Student Field Trip Request Form must be submitted as an agenda item at least two weeks prior to the regularly scheduled board meeting before the date of the overnight/out-of-county field trip. Field trips within Tulare County will be approved by the Superintendent. Two week advance notice is still required.*

1. Instructor: \_\_\_\_\_ Class: \_\_\_\_\_ Room #: \_\_\_\_\_  
 No. of Students: \_\_\_\_\_ No. of Adults (if known): \_\_\_\_\_

2. Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_  
 Hour of Departure: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Hour of Return: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

3. Purpose of Trip: \_\_\_\_\_

4. Upon approval of trip, parent consent slips must be sent out. THESE SIGNED CONSENT FORMS MUST GO WITH YOU ON THE FIELD TRIP IN CASE OF AN EMERGENCY. YES NO N/A

5. At least one parent for every ten students should go with the class and not more than one parent/adult for every five students.  
 Number of parent(s)/adult(s) going: \_\_\_\_\_

6. Trip arrangements are finalized and confirmations/reservations are completed? YES NO

7. Study trip meets the needs/requirements of specific curricular areas (needed for categorical expenditures). YES NO

8. Other teachers/classes participating: Teacher: \_\_\_\_\_ Class/Grade: \_\_\_\_\_

9. Will students going on field trip require meals from Nutrition Services?

Yes. Please submit 'Sack Meal Request' and 'Student Meal Roster' forms to Nutrition Services at your site at least 2 weeks prior to trip  
 No. Please contact Nutrition Services at your site at least one week prior to trip and inform them of the number of students that will be off campus that day so meal counts can be reduced

10. Has a meal form been completed and returned to the Food Service Department? YES NO

11. Have arrangements been made for those students not attending the field trip? YES NO

12. Contact person for those students: \_\_\_\_\_

13. Request for school transportation is complete? YES NO Explain: \_\_\_\_\_

14. Outside transportation is arranged? YES NO

15. How will this trip be funded? \_\_\_\_\_

16. Funding Amount: \$ \_\_\_\_\_

Please Note: There must be one adult to supervise for every ten students at all times during the entire trip. Unfortunately, if the adults do not show up, the trip will have to be canceled. Transportation, however, will be charging a two hour show-up fee to cover the bus driver. All students must be cleared with all teachers and the principal or designee two days before the trip (if applicable to your school site).

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_