**EL DORADO UNION HIGH SCHOOL DISTRICT**

**Instructional Trip Request**

1. In accordance with BP/AR 6153, was a conference held with the Principal/Designee to discuss the feasibility of the trip **BEFORE** any arrangements were made?  Yes  No

2. This request must be submitted to the appropriate school administrator at least **21 CALENDAR DAYS** prior to activity.

3. No student in a class or group may be excluded because of lack of funds *(EC 35330)*. No group may go on an outing if any member is excluded because of lack of funds.

4. Trips more than 300 miles, overnight, or out of state or country require **2 MONTHS PRIOR NOTICE** and approval by the Board.

5. Upon approval, teacher must execute **Form 6153-7**, Parent/Guardian Instructional Trip Authorization.

**TRIP INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE SUBMITTED | | SCHOOL *(Check)* | | EDHS  IHS  ORHS  PHS  UMHS  VA | | | | | |
| ACTIVITY | | | | | | ACTIVITY LOCATION | | | |
| SPONSORING TEACHER(s) / ORGANIZATION | | | | | | **DATES OF TRIP** | DATE | TIME | LOCATION |
| PICKUP |  |  |  |
| EST. TOTAL TRIP MILES  Within 300-mile radius of transportation  Out of State  Beyond 300-mile radius of transportation  Out of Country  ***Describe trip itinerary on reverse side.*** | | | | | | RETURN |  |  |  |
| EST. TOTAL HOURS: | | NO. INSTRUCTIONAL DAYS/HOURS MISSED | |
| CERTIFICATED STAFF | | | | | | OTHER SUPERVISING ADULTS | | | PHONE |
| Staff | Classes Covered by | | | | |  | | |  |
|  |  | | | | |  | | |  |
|  |  | | | | |  | | |  |
|  |  | | | | |  | | |  |
| **TRANSPORTATION INFORMATION** | | | | | | | | | |
| APPROX. NO. OF STUDENTS *(Provide final list of students to Attendance Office and Transportation no later than day before trip.)* | | | | | NO. OF ADULTS SUPERVISING | | | | |
| TRANSPORTATION REQUESTED  *(Be specific, specify arrangements being made)*  District (*See AR 6153, '4.2.2 and 4.3*)  Commercial  Private (*See AR 6153, '4.7*)  Other: | | | | | AR 3541.1 and AR 6153 state: *Transportation to and from all district-sponsored field trips within a radius of 300 miles of Placerville will be performed by district employees.* All other trips may be contracted out; however, **Transportation shall be contacted and given an opportunity to submit a quote on all trips.** | | | | |
| (REQUIRED) **Transportation has been given an**  **opportunity to submit a quote on this trip. *X*** | | | | | | | | | |
| *Director of Transportation’s Signature Date Estimate No.* | | | | | | | | | |
| **TRIP COSTS (THIS SECTION MUST BE COMPLETED REGARDLESS OF FUNDING SOURCE.)** | | | | | | | | | |
| Funding Sources  Fund-raising activities (*Describe on reverse side*)  Sponsored organization  Budget allocation  Other (*Briefly explain*): | | | | | | | | | |
|  | | | BUDGET CODE **OR** FUNDING SOURCE | | | | | | VERIFIED BY |
| Transportation Cost | $ | |  | | | | | |  |
| Driver Time | $ | |  | | | | | |  |
| Lodging Cost | $ | |  | | | | | |  |
| Meal Cost | $ | |  | | | | | |  |
| Entry Fees / Registration | $ | |  | | | | | |  |
| Personal Costs Per Student:  $       x # of students | $ | |  | | | | | |  |
| Substitute | $ | |  | | | | | |  |
| TOTAL | $ | | **TOTAL MUST BE CALCULATED BEFORE SUBMITTING FORM.** | | | | | |  |

**INSTRUCTIONAL TRIP REQUEST** (continued)

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATIONAL OBJECTIVES OF THE TRIP: | | |  |
|  | | | |
| ITINERARY *(Include number and length of instructional activities, place(s) students will stay, number and grade levels of students participating, other pertinent information):* | | | |
|  | | | |
| FUND-RAISING: | |  | |
|  | | | |
| OTHER SUPPORT *(Include plan (list below or attach) to support students unable to contribute all or part of the personal costs of the field trip)*: | | | |
| No. Students | Plan: | | |

**ADMINISTRATION USE ONLY / APPROVALS**

**APPROVALS:**

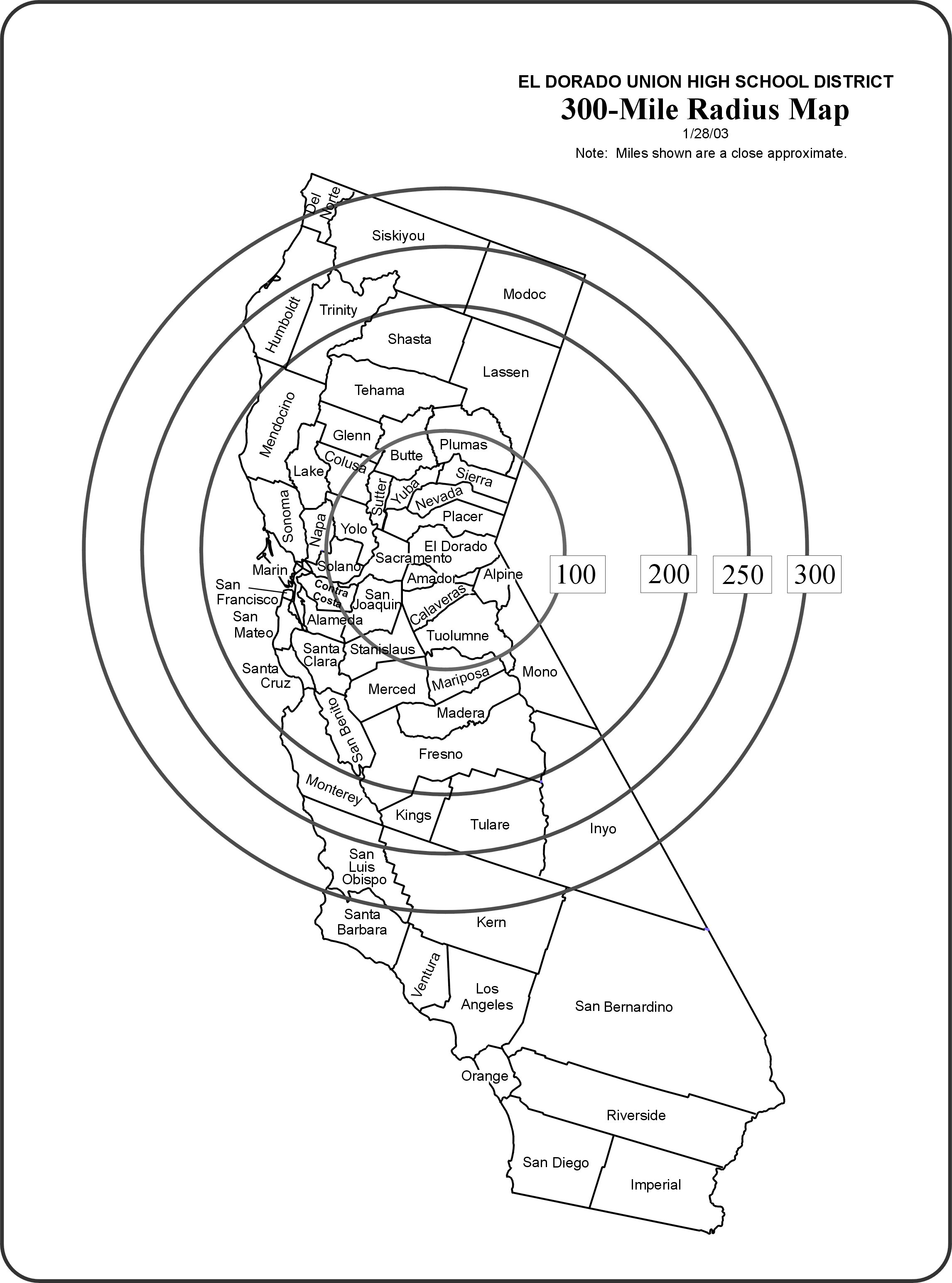
|  |  |
| --- | --- |
| Approved as submitted | Approved with the following condition(s): |
| Not Approved |

Department Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal *(for trips within a 300-mile radius)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRACKING:**

|  |  |  |
| --- | --- | --- |
| DATE | ITEM | COMMENT |
|  | Transportation called | Contact:        Hours Verified |
|  | Request for Transportation form submitted  *(see Form 3541.1A or 3541.1B)* |  |
|  | Activity added to Master Contract |  |
|  | Sent to District Office for approval |  |
|  | Returned to teacher |  |
|  | Final list of students submitted to Attendance  Office and Transportation |  |

Consult a map or on-line map service to determine a more accurate mileage.

NOTE: Even though trips to Nevada or to the southern portion of Oregon are within 300 miles, they are still out-of-state trips and require Board approval.