

Los Alamitos Unified School District

OVERNIGHT/EXTENDED FIELD TRIP APPLICATION (3 pages)

Date of Application: \_\_\_\_\_

Teacher Making Application: \_\_\_\_\_

School: \_\_\_\_\_

Class(es) Involved: \_\_\_\_\_

Number of Students Involved: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

Number of School Days Missed: \_\_\_\_\_

General Statement of Proposed Trip

Objectives to be Accomplished by Students

Proposed Itinerary (Please be specific. Attach detailed itinerary.)

Date and Time of Departure: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Destination: \_\_\_\_\_

Expected Date and Time of  
Arrival at Destination: \_\_\_\_\_

Arrangements for Overnight  
Housing: \_\_\_\_\_

Arrangements for Travel in  
Area Visited: \_\_\_\_\_

Date and Time of Departure  
for Return Trip: \_\_\_\_\_

Expected Date and Time of Arrival in Los Alamitos: \_\_\_\_\_

Estimated Costs of District (Please itemize.)

Substitute for Teacher: \_\_\_\_\_

Transportation: \_\_\_\_\_

Food & Lodging \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Estimated Costs to: \_\_\_\_\_

Transportation: \_\_\_\_\_

Food & Lodging: \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Other: (Explain) \_\_\_\_\_

Cost per student: \_\_\_\_\_

Fee to be paid by: Parent Donation | Booster Club | Both | Other: \_\_\_\_\_  
(circle all that apply)

**Chaperones**

**Names of LAUSD Certificated Employees**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Names of LAUSD Classified Employees**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Names of Designated Non-Staff Chaperones**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Principal's Recommendations

Approval as Submitted: \_\_\_\_\_

Other Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Action by Board of Education

Date: \_\_\_\_\_

Approved as Requested: \_\_\_\_\_

Approved with Following Changes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

*Due to concern for safety and security when traveling in the U.S. and abroad, the Board of Education may, on a case-by-case basis, rescind its approval for an extended/overnight field trip. In addition to safety, another concern for these types of field trips is the deposit money that is paid, often months prior to departure, which may need to be forfeited should the Board rescind approval of the field trip. Teachers and other organizers of overnight/extended field trips must be certain when making arrangements with a travel agent that the deposit money will be refunded if the Board of Education rescinds its approval. The District policy must be made clear to the parent and the tour organizer/travel agent, and all deposits must be refundable to parents. In addition, a waiver of liability with the District must be signed by all field trip participants.*