

Los Alamitos Unified School District  
**OVERNIGHT/EXTENDED FIELD TRIP APPLICATION**



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.)

Departure Date/Time: \_\_\_\_\_ Mode of Transportation: \_\_\_\_\_

Destination: \_\_\_\_\_ Date/Time of Arrival at Destination: \_\_\_\_\_

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

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

Date/Time of Departure for Return Trip: \_\_\_\_\_ Date/Time of Arrival in Los Alamitos: \_\_\_\_\_

	Estimated District Cost	Estimated Student Cost
Transportation		
Food and Lodging		
Registration Fees		
Substitute Teacher		
Other: (explain) _____ _____		
<b>Total</b>		

Cost per student: \_\_\_\_\_ Fee 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. \_\_\_\_\_
6. \_\_\_\_\_

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Principal's Recommendations

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

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

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

\_\_\_\_\_  
Date

Action by Board of Education

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

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

Approved with the 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.*