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) _____ _____		
Total		

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.