



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1c

Meeting Date: October 15, 2026

Subject: Approve Miwok MS field trip to Louisville, KY November 12-14, 2026

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: _____)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

Division: Chief of Schools

Recommendation: Approve Miwok MS field trip to Louisville, KY November 12-14, 2026.

Background/Rationale: On November 12, 11 students with their parents/guardians, and the cross country coach will travel via commercial airline to Louisville, KY for the cross country national meet.

Financial Considerations: There is no cost to the district. Expenses will be paid by parent/guardians.

LCAP Goal(s): College preparedness, developing global students

Documents Attached:

1. Out-of-State field trip documents

Estimated Time of Presentation: N/A

Submitted by: Aprille Shafto, Chief of Schools

Dr. Leah Clougherty, Assistant Superintendent

Approved by: Cancy McArn, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name MINOK MIDDLE Date AUG 17, 2026
Teacher's Name BRYAN MORENO Room # P.E. Telephone # 916/947-5418
Fax # _____

Field Trip Destination LOUISVILLE, KENTUCKY

☐ Local-50 mile radius (bus/walking) ☐ Local-50 mile radius (driver led trips) ☐ Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

☒ Overnight ☒ Out-of-State/Country ☐ Involving Swimming or Wading ☐ Unusual Activities

Route _____

Educational nature of field trip/excursion ATHLETICS; SCHOOL CROSS COUNTRY TEAM; NATIONAL CHAMPIONSHIP MEET

Depart Date 11/12/26 Time 5 ampm Return Date 11/14/26 Time 9 ampm

TRANSPORTATION will be provided by: ☐ Walking ☐ School Bus - contact Transportation Field Trip Office
☐ Charter Bus Company (certified): ☐ Yes ☐ No - Check with Field Trip Office
☐ Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
☐ Public Transportation ☐ Train ☒ Commercial Airline ☒ Other: Families will transport.

Funding Source PARENT/GUARDIAN Financial Assistance Available? ☐ Yes ☒ No

Number of students participating: 11

Adult Chaperones/Drivers: Use additional forms if more than 4 names

DRIVER		DRIVER	
1) _____	☐ yes ☐ no	2) _____	☐ yes ☐ no
3) _____	☐ yes ☐ no	4) _____	☐ yes ☐ no

Teachers and Staff Attending: Use additional forms if more than 4 names

1) _____	☐ yes ☐ no	2) _____	☐ yes ☐ no
3) _____	☐ yes ☐ no	4) _____	☐ yes ☐ no

Principal Approval [Signature] Date 8/26/26

Risk Management Approval (Unusual Activities) [Signature] Date 9/20/26

Instructional Assistant Superintendent Approval [Signature] Date 9/23/26

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Instructional Assistant Superintendent for approval.
- Local Trip: (50-mile radius: driver led) - Submit driver led trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Local Trip: (wading, RT, Amtrak): Submit walking trips to Principal for approval then forward to Instructional Assistant Superintendent for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Instructional Assistant Superintendent for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Instructional Assistant Superintendent will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Instructional Assistant Superintendent. Maintain a copy of all forms at site for 2 years
- Venue/Destination: Must comply with SCUSD COVID19 Mitigation Guidelines for all trips outside of district facilities.

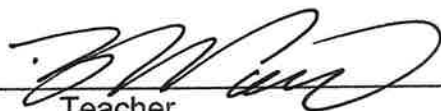
Reviewed by Site Office Manager: _____(Initials)

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
TRAVEL REQUEST**

School Name MEWOK MIDDLE Date 8/17/26
Teacher's Name BRYAN MORENO Room # GYM Telephone # 916/947-5418
Field Trip Destination LOUISVILLE, KENTUCKY

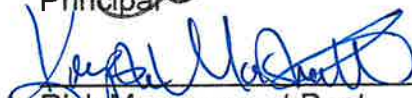
Reason for travel Compete in the middle school national championship meet. All travel arrangements made by the parents/family of each student. Each student will be accompanied by a parent/guardian.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
Teacher

Approvals:

 8/26/26
Principal Date

 9/20/26
Risk Management Dept. Date

 9/23/26
Segment Administrator Date

 10/1/26
Superintendent Date

 / /
Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: ☐ Conference/Workshop ☐ Business Meeting	Purpose for Attending: ☐ Professional Development ☐ Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
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School/Department MIWOK MIDDLE SCHOOL	Date 8-17-26
Date(s) of Event NOV. 14, 2026	Location LOUISVILLE, KENTUCKY
Event Title (attach brochure) MIDDLE SCHOOL CROSS COUNTRY NATIONAL CHAMPS	
Purpose* ATHLETICS: NATIONAL CHAMPIONSHIP MEET	

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? _____

How will this activity/event be used and shared? _____

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
BRYAN MORENO		No	2	
		No		
		No		
		No		
		No		
		No		

☐ Additional Attendees Attached

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

Approvals: Principal/Department Head Signature & Print Name 8/26/26 Date Cabinet Level or Designee Signature 9/29/26 Date Superintendent or Designee Signature 9/29/26 Date		District cost for all attendees (estimate) Registration Fee *** _____ Meals included? ☒ B ☐ L ☐ D ☐ Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL 0
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☐ Categorical ☐ General Fund/Unrestricted	Budget Code(s): _____ _____	\$ _____ \$ _____
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*****If any meals are included in the cost of registration, how many of each:** Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check		
Requisition #		Dollar Amount
Registration Fee	_____	_____
Hotel	_____	_____
Airfare ****	_____	_____
Car Rental ****	_____	_____

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830