

Martinez Unified School District
921 Susana Street, Martinez, CA 94553

Request for Local and Extended Field Trip/Excursion Approval

Send request to the Superintendent's Office 10 days before a local trip and four (4) weeks prior to an Extended (overnight) or Out-of State/Out-of-Country trip (Board Approval Needed). Form to be completed by staff member(s) requesting permission to take students on field trips/excursions

Name of School: ALHAMBRA HS Date 5/22/17
Requested by: Angela Paradise Dept./Club AHS Cross Country
Date of Departure: 10/19/17 Time of Departure: TBD
Date of Return: 10/20/17 Time of Return: TBD
Destination: Mt. SAC Cross Country Invitational
Purpose: competition
Circle one: Study/Course Club Activity Other
No. of students: TBD No. of adults TBD
Trip paid by: Athletes/XC (District, PTA, Student Body, etc.)
Transportation: Private Vehicles
(Walking, bus, private vehicle(s), etc.)
Teacher in Charge: Angela Paradise Other teachers _____

Substitute(s) needed: Yes No _____ Number 1.5 Date(s): 1/2 day 10/19/17
10/20/17

TYPE OF FIELD TRIP/EXCURSION
(CIRCLE ONE)

1. Local - within 100 miles one way
2. Extended (overnight) *
3. Out-of-state/Out -of-country*

* No. of Days 1.5 No. of School Days 1.5

APPROVAL:

[Signature]
Principal/District Administrator

Principal/District Administrator

Extended and Out of State/Country
Field Trips - Board Approval *

Yes _____ No _____
Date: _____