

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 H.S. Date 3/14/18
Requested by: Jay Heeb / Brian Wheeler Dept./Club CTE
Date of Departure: 4/19/18 Time of Departure: 6:00 A.M.
Date of Return: 4/22/18 Time of Return: 7:00 P.M.
Destination: SKILLS USA STATE COMPETITIONS, ONTARIO, CA
Purpose: COMPETE IN COMPETITIONS
Circle one: Study/Course ☒ Club Activity Other
No. of students: 11 No. of adults 3
Trip paid by: MUSD / ROP (District, PTA, Student Body, etc.)
Transportation: PARENT & TEACHER DRIVERS
(Walking, bus, private vehicle(s), etc.)
Teacher in Charge: HEEB/WHEELER Other teachers _____

Substitute(s) needed: Yes ☒ No _____ Number 2 Date(s): 4/19-4/20/18

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 4 No. of School Days 2

APPROVAL:

[Signature]
Principal/District Administrator

Principal/District Administrator

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

Yes _____ No _____
Date: _____