

EDUCATIONAL FIELD TRIP REQUEST

REMEMBER!

List all trip participants on the back of this sheet!

At least 2 weeks prior to your trip . . .

- 1) Complete form, including listing students on back**
- 2) submit to I.S. for signature**
- 3) submit to the Assistant Principal in charge of budget for signature**
- 4) submit to Hindi Hipp regardless of type of transportation**
- 5) approval and sub code will be provided via e-mail**

Teacher(s): _____ Today's
Date _____

Subs needed? ___ yes ___ no For which periods? _____

Destination: _____

Periods students will miss: _____

Date of Trip: _____

Time departing Gunn: _____ Time departing from destination: _____

of passengers _____ (max. 52 passengers per bus or 9 passengers per van)

___ PAUSD bus (___ needed) ___ Car ___ Van ___ Plane ___ Charter Bus

Charge trip to: _____

If transportation is by car, each driver must fill out a proof of insurance form (available in main office from Norma Hesterman). The District does not provide coverage.

NO STUDENT MAY DRIVE HIM/HERSELF WITHOUT WRITTEN PERMISSION FROM A PARENT. NO STUDENT MAY EVER TRANSPORT ANOTHER STUDENT.

APPROVED: Instructional Supervisor

Assistant Principal

Only PAUSD bus/van transportation will be arranged by Hindi Hipp. All other transportation is arranged by teacher. If using PAUSD transportation, it is the TEACHER'S responsibility to call PAUSD Transportation (329-3747) at least one week prior to the trip to confirm. Please do not confirm transportation until you have Gunn approval.

Confirmation of Field Trip:

APPROVED: _____ APPROVAL DATE: _____