

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REQUEST FOR APPROVAL OF SCHOOL ORGANIZED TRIP FOR STUDENTS**

(Refer to Reference Guide *Field Trips Handbook and Revised Procedures* for procedures and guidelines, Revised 2015.)

<b>INDICATE THE TYPE OF REQUESTED TRIP:</b>																														
School Journey			Curricular Trip			Extracurricular Trip			Athletic Trip		Other																			
Name of School:				Telephone #:		Grade Level(s): Please Check.																								
						PK	TK/K	1	2	3	4	5	6	7	8	9	10	11	12	Other										
Employee Supervising Trip:						Employee #			Telephone Number:			Cell Number:																		
<b>1.</b>	<b>DESTINATION:</b>											Are Admission fees charged? <input type="checkbox"/> YES <input type="checkbox"/> NO																		
<b>2.</b>	IS THE SITE A PRE-APPROVED SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If not, Risk Management must review site for insurance and loss prior to Local District approval.)																													
<b>3.</b>	DOES THE SITE REQUIRE PROOF OF INSURANCE FROM THE DISTRICT? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please complete request for Proof of Insurance form and send to Risk Management.)																													
<b>4.</b>	DATE(S) OF TRIP:										OVERNIGHT TRIP: <input type="checkbox"/> YES <input type="checkbox"/> NO (See number 9)																			
<b>5.</b>	NUMBER OF STUDENTS:					NUMBER OF ADULTS:					(10 TO 1) SUPERVISION RATIO <input type="checkbox"/> YES <input type="checkbox"/> NO																			
<b>6.</b>	NAMES/EMPLOYEE NUMBERS OF EMPLOYEES ATTENDING TRIP: (Identify Special Education Teachers/Aides, Health Care Assistants, other personnel)																													
Name:					Name:					Name:					Name:															
Employee #:					Employee #:					Employee #:					Employee #:															
Name:					Name:					Name:					<b>ATTACH ADDITIONAL NAMES</b>															
Employee #:					Employee #:					Employee #:																				
<b>7.</b>	SUBSTITUTE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO					HOW MANY?					DAYS?					SOURCE OF FUNDS: (Include Program Code)														
<b>8.</b>	TIME SCHEDULED REQUESTED BY SCHOOL:					LEAVE SCHOOL: <input type="checkbox"/> AM <input type="checkbox"/> PM					ARRIVE DESTINATION: <input type="checkbox"/> AM <input type="checkbox"/> PM					LEAVE DESTINATION: <input type="checkbox"/> AM <input type="checkbox"/> PM					RETURN TO SCHOOL: <input type="checkbox"/> AM <input type="checkbox"/> PM									
<b>9.</b>	DURATION OF TRIP:					<input type="checkbox"/> Less Than One Day					<input type="checkbox"/> One Day					<input type="checkbox"/> Overnight How many days?					Local District Approval Required? <input type="checkbox"/> YES <input type="checkbox"/> NO									
<b>10.</b>	METHOD OF TRANSPORTATION:					<input type="checkbox"/> School Bus How Many?					<input type="checkbox"/> Lift Bus? How Many?					<input type="checkbox"/> Walking					<input type="checkbox"/> Automobile*					Public Carrier* <input type="checkbox"/> Airplane <input type="checkbox"/> Boat <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Other				
*Note: Additional information regarding insurance, safety guidelines and waivers procedures may be required. If utilizing a personal automobile, see BUL-5310.0.																														
<b>11.</b>	<b>BRIEF DESCRIPTION OF EDUCATIONAL BENEFIT TO BE DERIVED FROM THIS ACTIVITY. PLEASE STATE SPECIFICALLY:</b> The student(s) will:																													
<b>12.</b>	<b>TYPE OF ACTIVITIES: (Describe in detail)</b> <input type="checkbox"/> Inflatable Equipment <input type="checkbox"/> Aquatic Activity (e.g. Swimming) <input type="checkbox"/> Other <b>HIGH RISK ACTIVITIES:</b> <input type="checkbox"/> KAYAKING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WALL CLIMBING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> BOATING <input type="checkbox"/> YES <input type="checkbox"/> NO NOTE: Certain activities are not permissible due to the risk and safety of the activity. Please contact your Local District Office for approval following a review for																													
<b>13.</b>	<b>SOURCE OF FUNDS FOR TRIP</b> (community, program for Gifted/Talented, regular program, donations, fund raising, grant) [Include Program Code and Description: Note: It is illegal to charge or require a mandatory donation from students or parents for participation in any school district sponsored activity.																													
<b>14.</b>	HAVE LOCATIONS OF THE NEAREST EMERGENCY FACILITIES BEEN OBTAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO																													
<b>15.</b>	HAVE FORMS FOR PARENT'S OR GUARDIAN'S PERMISSION BEEN OBTAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO																													
<b>16.</b>	HAVE DOCUMENTS REQUIRED FOR APPROVAL BEEN OBTAINED FOR SITE NOT ON THE PRE-APPROVED LIST? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA																													
<b>17.</b>	HAS THE SCHOOL NURSE REVIEWED THE TRIP TO DETERMINE ANY HEALTH NEEDS STUDENTS MAY REQUIRE? <input type="checkbox"/> YES <input type="checkbox"/> NO																													
<b>18.</b>	<b>IF HIKING OR CAMPING ACTIVITY:</b>																													
a. Has a ranger, sheriff, police or other emergency personnel been notified of intent to be in the area?															<input type="checkbox"/> YES			<input type="checkbox"/> NO												
b. Has area been checked for potential hazards?															<input type="checkbox"/> YES			<input type="checkbox"/> NO												
c. Has the School Police Department been notified of the trip?															<input type="checkbox"/> YES			<input type="checkbox"/> NO												
d. Has approval been obtained from the Office of Outdoor and Environmental Education (OOEE)?															<input type="checkbox"/> YES			<input type="checkbox"/> NO												
OOEE Administrator Name:										OOEE Signature:					Date:															
<b>19.</b>	IF A SCHOOL BUS IS TO BE USED FOR TRANSPORTATION, HAVE YOU CONTACTED THE TRANSPORTATION SERVICES DIVISION, THROUGH THE ONLINE FIELD TRIP SYSTEM, OR THE SCHOOL JOURNEYS UNIT AT (213) 580-2950? <input type="checkbox"/> YES <input type="checkbox"/> NO																													
<b>A P P R O V A L S</b>	f PRINCIPAL		<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:										DATE:															
	f LOCAL DISTRICT OFFICE (If Applicable)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:										DATE:															
	f RISK MANAGMENT (If Applicable)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:										DATE:															
	f OEH&S (If Applicable)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:										DATE:															
	f OFFICE OF THE SUPERINTENDENT (If Applicable)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE:										DATE:															

NOTE: ONLY TRIPS NOT ON THE PRE-APPROVED SITE LIST AND OVERNIGHT TRIPS MUST BE PROCESSED THROUGH THE APPROPRIATE DIVISIONS.

## Directions for Completing the Request for Approval of School Organized Trip for Students

The form to request a field trip may be found online at <http://achieve.lausd.net/Page/2794>. The form is in a fillable PDF format, and any information typed into the form may be saved. Pressing a keyboard's TAB key will move the user sequentially to the next field to be completed, or the user may select fields using the computer mouse.

The form may be filled out by a teacher or administrator, and is to be reviewed and signed by the school principal. Some trips will also require approval by the Local District Office. Requirements for requesting and conducting field trips are detailed in REF-2111.1, *The Field Trips Handbook and Revised Procedures*.

**Note:** The Field Trips Handbook represents District Policy. Any District employee may be subject to discipline for failing to comply with the requirements and procedures described therein. Principals must review the form to ensure that all applicable fields have been accurately completed and meet District policy guidelines before signing the form.

**Complete all sections as indicated. Incomplete information may delay or suspend your field trip. Additional information may be required for certain field trips. See REF-2111.1 for details.**

Section Number/ Description	Directions
Field Trip Type	<p>Complete the appropriate box(es) which categorize your field trip.</p> <p><input type="checkbox"/> <i>School Journey:</i> A School Journey is to one of the following sites:</p> <ol style="list-style-type: none"> <li>a. The Los Angeles Zoo</li> <li>b. The Natural History Museum</li> <li>c. Page Museum</li> <li>d. Cabrillo Marine Museum</li> </ol> <p>See REF-2111.1 for more details on how to arrange a School Journey through the Transportation Services Division.</p> <p><input type="checkbox"/> <i>Curricular Field Trip:</i> A field trip where participating pupils are enrolled in a particular course to which the trip is aligned; the teacher created a lesson plan including the field trip and aligned it to the curriculum as well as an alternative lesson for students who opt not to attend the field trip; the principal approved the lesson plan and trip in advance; the trip takes place during class time; and the trip counts toward the student's grade/credit in the class. More broadly, curricular field trips may also reflect the broader learning expectations of the school, and may include:</p> <ol style="list-style-type: none"> <li>a. <i>Educational Field Trip:</i> A field trip where the content of the trip is educational in nature but does not necessarily align to one particular course or class (e.g., visits to local colleges and universities).</li> <li>b. <i>Cultural Field Trip:</i> A field trip where the content of the trip is cultural in nature (e.g., Lotus Festival at the Japanese American Center).</li> </ol>

Section Number/ Description	Directions
	<p><input type="checkbox"/> <i>Extracurricular Field Trip:</i> A field trip where the activity may not be part of the curriculum, is not graded, does not offer credit, or does not take place during classroom time. A Beyond the Bell sponsored trip is an example of an extracurricular trip. Other types of extracurricular trips include:</p> <p>a. <i>Social Field Trip:</i> A field trip where the content of the trip is social in nature (e.g., Human Relations Club picnic); the trip may not occur during class time.</p> <p>b. <i>Recreational Field Trip:</i> A field trip where the content of the trip is purely recreational (e.g., skating trip for fitness group); the trip may not occur during class time.</p> <p><input type="checkbox"/> <i>Athletic Trip. Select this option for:</i></p> <p>a. <i>Interscholastic Field Trip:</i> CIF-sanctioned events arranged through the Athletics Office. This field trip type also requires that you submit a completed <a href="#">Application to Participate in a Sanctioned Tournament</a> to the Interscholastic Athletics Office.</p> <p>b. <i>Athletic Field Trip:</i> Non-CIF activities sponsored and supervised by the District.</p> <p><input type="checkbox"/> <i>Other.</i> Trips not meeting any of the above criteria, but which are deemed to be of educational value to students.</p>
Name of School	Enter the name of your school, including the schooling level (ES, MS, SH/HS, etc.).
Telephone #	Enter the school's main office telephone number.
Grade Level(s)	Select all grade levels that apply.
Employee Supervising Trip	Enter the name, employee number and contact telephone numbers of the certificated employee who is the primary supervisor of the trip. This may be a teacher or an administrator.
1. Destination/ Admission Fees	Enter the name of the site(s) where the field trip will take place. Indicate whether students will be charged admission to the site. If there is an admission fee that the school will pay for, indicate in the text box provided in this section which funds will be used for this purpose.
2. Is the site pre-approved?	Indicate whether the site is pre-approved. This pre-approved site list may be found at <a href="http://achieve.lausd.net/Page/2794">http://achieve.lausd.net/Page/2794</a> . Sites not on the pre-approved list must be sent to the Local District for review and approval. The Local District will request that the site is reviewed by Risk Management and the Office of Educational Health and Safety, a process that can take 45 days to complete.
3. Does the site require Proof of Insurance?	Some sites may require documentation of the Districts self-insurance programs. This documentation may be obtained through the Office of Risk Management and Insurance Services at: <a href="http://achieve.lausd.net/Page/1006">http://achieve.lausd.net/Page/1006</a>

Section Number/ Description	Directions
4. Date(s) of Trip/ Overnight Trip	Enter the date(s) of your trip. Indicate whether the trip is overnight. Overnight trips may require additional steps for approval. See REF-2111.1 for further guidance.
5. Number of Students & Adults/ Supervision Ratio	Enter the number of students and adults and calculate your student to supervisor ratio. A ratio of 10 to 1 is the typical and advised. See REF-2111.1 for further guidance.
6. Employee Names and Employee numbers	Enter employee names and employee numbers. Attach any additional names as needed. Also indicate the employee job title. This is especially important where additional Special Education or Health Care supervision is necessary. Additionally, provide a separate list of adult volunteers that will serve as chaperones on the trip.
7. Substitute Required	Indicate whether a substitute will be required, how many, for how many days, and how the sub(s) will be funded.
8. Time Schedule	Indicate the times when students will leave school, arrive at the field trip destination, when they will leave the destination and when they will arrive back at school.
9. Duration of Trip	Enter the length of the trip. Trips that are scheduled longer than the school day will require Local District approval. <b>Note:</b> Overnight field trips to District owned property overnight (Beyond the Bell Outdoor Education Center field trips to Clear Creek and Point Fermin) do not require the pre-approval of the Local District Superintendent or review for insurance by the Office of Risk Management. The Local District must be informed of the trip.
10. Method of Transportation	Indicate the method of transportation. The school nurse can advise on whether one or more Lift Buses may be necessary, or whether other transportation modes (e.g., walking, public carrier, etc.) are appropriate for students with disabilities or with health impairments.
11. Description of Educational Benefit	Describe the educational benefit(s) students will gain from the field trip.
12. Types of Activities	Describe the types of activities. Indicate whether any high risk activities are planned.
13. Source of Funds	Indicate how the field trip is to be funded. Please see REF 2111.1 for guidelines on the use of student body funds.
14. Emergency Facilities	Indicate whether the nearest (to the field trip site) emergency facilities have been identified. The school nurse may assist in identifying such locations.
15. Trip Slips	Each student attending a field trip must have parent permission and medical authorization in order to attend. This form is available in English, Spanish, Korean and Armenian. See the attachments section of REF-2111.1.

<b>Section Number/ Description</b>	<b>Directions</b>
16. Approval Documents	If the field trip site is not on the Pre-Approved Site List, it must be vetted by the Office of Risk Management and (potentially) the Office of Educational Health and Safety (OEHS). Site review will require additional documentation (see REF-2111.1). Please plan 45 days for a site to be reviewed. Attach required documentation to the field trip request form and forward to your Local District Office.
17. School Nurse Review	The school nurse must review the conditions of the trip and the students who will be attending so that any specialized medical needs can be provided (e.g., medications, specialized medical equipment, health care personnel, etc.).
18. Hiking and Camping	Complete only for Hiking or Camping activities. Hiking and camping activities require review by the Office of Outdoor Education and Environmental Health (OOEE), except for Beyond the Bell Outdoor Education Center field trips to Clear Creek and Point Fermin, which have already been reviewed. Complete this section. Other information is also required by OOEE, as detailed in REF-2111.1. Local District forwards request and documentation to OOEE for review.
19. Transportation	Most trips may be scheduled through the Transportation Services Division online scheduling portal at: <a href="http://fieldtrip.lausd.net">http://fieldtrip.lausd.net</a> . Otherwise, steps for scheduling trips are detailed in REF-2111.1.
Approvals	Trips to sites on the <a href="#">Pre-Approved Site List</a> require only the approval of the principal. Other trips will also require approval by the Local District Superintendent, and may require review by Risk Management, the Office of Educational Health and Safety, and potentially other District offices. Out-of-state and out-of-country trips require approval by the Office of the Superintendent. See REF-2111.1 to determine which approvals will be required for field trip types.

For additional guidance regarding completing the Field Trip request form, contact the Administrator of Operations in your Local District Office.

## Field Trip Review and Approval Process Summary

