

# CUCAMONGA SCHOOL DISTRICT FIELD TRIP REQUEST FORM

**REQUESTS FOR TRANSPORTATION MUST BE SUBMITTED TO ED SERVICES AT LEAST ONE MONTH BEFORE THE DATE OF THE TRIP. \***

**\*Requests for field trips during the months of April and May must be submitted no later than March 31<sup>st</sup>.**

Approval Process:

Step 1: Teacher submits field trip request to **Principal** for approval.

Step 2: Principal/Designee submits field trip request to **Ed Services Dept.** for approval.

Step 3: Ed Services emails the approved form to the Bus Company, Principal, Food Services Dept., Site Food Service Lead, Business Dept., District Nurse, Site Health Tech and School Office.

Step 4: Bus Company emails **confirmation** Ed Services Dept.

Ed Services: [nnuevo@cuca.k12.ca.us](mailto:nnuevo@cuca.k12.ca.us)

Approving principal:

- |                                                                                                         |                                                                                                       |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Nyeshia <a href="mailto:nwilliams@cuca.k12.ca.us">nwilliams@cuca.k12.ca.us</a> | <input type="checkbox"/> Narrie <a href="mailto:ngavares@cuca.k12.ca.us">ngavares@cuca.k12.ca.us</a>  |
| <input type="checkbox"/> Amber <a href="mailto:aarreguin@cuca.k12.ca.us">aarreguin@cuca.k12.ca.us</a>   | <input type="checkbox"/> Jenna <a href="mailto:jtremayne@cuca.k12.ca.us">jtremayne@cuca.k12.ca.us</a> |

Teacher Requesting: \_\_\_\_\_ Teacher email: \_\_\_\_\_

Please list additional teachers attending the field trip (**Please provide health techs with a list of students who need medication a month in advance**):  
\_\_\_\_\_

Please list if specific groups of students are attending (sports, gate, band, etc.) \_\_\_\_\_

School: CES  LAES  RCMS  TOCS  Grade Level: \_\_\_\_\_

No. of Students \_\_\_\_\_ No. of Parents \_\_\_\_\_ No. of Teachers \_\_\_\_\_ Total No. \_\_\_\_\_

Sack lunch needed: Yes  No  If yes, how many? \_\_\_\_\_ **\*Please notify Food Services 2 weeks prior to the field trip with the final lunch count.**

Destination: \_\_\_\_\_

Address of destination: \_\_\_\_\_

Date wanted: \_\_\_\_\_ Time leaving: \_\_\_\_\_ Estimated time returning to school: \_\_\_\_\_

Have you been to this location? Yes  No  Are all facilities adequate for students? Yes  No

Purpose of Trip (Instructional, Recreational, Athletic, etc.): \_\_\_\_\_

Curriculum Justification: \_\_\_\_\_

Have all the necessary arrangements, including parking been made? Yes  No

To be completed by Principal:

Budget: Resource Code or Source to be charged: \_\_\_\_\_

Revised July 2022

Approved by: \_\_\_\_\_

Principal

Date

\_\_\_\_\_  
Ed Services

\_\_\_\_\_  
Date