

Redwood City School District  
750 Bradford Street • Redwood City, CA 94063 • 650-423-2200

FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher: Faran Khosravani

Regular/Local Field Trip: Chaperone Ratio (10:1) or  Water/Overnight/Out-of-country:  
Chaperone Ratio (7:1)

School: Roy cloud Field Trip Activity: Marine science Institute

Location: Redwood city, CA Date(s) of Field Trip: MARCH 25, 2024

Educational Purpose: hands-on learning that provides real-world connections to marine and environmental science topics

Number of Students: 10 Number of Adults: 5

Method of Transportation: SCHOOL BUS

\*\*Nursing needed for one or more students (Diastat, Insulin, Feeding Tube or other condition etc.):

Yes  No

\*\*Special Services needed for one or more students (Deaf/Hard of Hearing/Visually Impaired, Wheelchair etc.):

Yes  No

*\*\*If yes, the site admin is to contact the Director of Health and Wellness and/or the Director of Special Education at least 4 weeks prior to a field trip to coordinate services.*

If transportation is to be provided by private vehicles, the following information has been checked and obtained:

Driver Form signed by each private car driver certifying the following:

- Driver is over 25 years of age and possesses a valid California driver's license.
- Vehicle to be used is insured for at least the minimum required by the state of California.
- Vehicle has the proper number of safety belts as required by state law.
- The vehicle's rear-view mirrors, brake lights, directional signals, tires, and windshield wipers are in good operating condition and there is no vision impairment in the vehicle.
- Booster Seat for children who are under 8 and 80 pounds, per California law
- Vehicle has a first aid kit.

**To be completed by Site Administration or Management:**

\_\_\_ Volunteers have been fingerprinted through H.R. at least two weeks prior

\_\_\_ Megan's Law website checked for all chaperones

\_\_\_ \*\*Contact Director of Health and Wellness and/or Director of Special Education at least 4 weeks prior to a field trip to coordinate services. Please make a copy of this form and give it to your School Nurse or the Special Ed Department to assist with services.

Principal's Signature:

Date:

[Signature]

2/9/24