

Redwood City School District  
750 Bradford Street • Redwood City, CA 94063 •

Board approved: \_\_\_\_\_

John R. Baker, Superintendent

### FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher: Coleman

Regular Field Trip Chaperone Ratio (10:1)    or     Water/Overnight Chaperone Ratio (7:1)

School: Roy Cloud    Field Trip Activity: Pool Party

Location: Elks Club Redwood City    Date(s) of Field Trip: 6/1/2026

Educational Purpose: Promotion Celebration

Number of Students: 50    Number of Adults: 8

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

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

Megan's Law website checked for all chaperones    Method of Transportation: Walking

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, 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

\_\_\_\_ Volunteers have cleared HR for COVID vaccination status (office mgrs. have records).

\_\_\_\_ \*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: 3/6/26